

# IMPORTANT INFORMATION & HELP TIPS FOR YOUR INTERVIEW/PORTFOLIO

## Timeline for ITE EAE

<b>Application Period</b>	21 May Tue to 28 May Tue
<b>Interview Period</b>	18 Jun Tue to 24 Jul Wed
<b>Offer and Acceptance Period</b>	26 Aug Mon to 30 Aug Fri
<b>Withdrawal Period</b>	2 Sep Mon to 6 Sep Fri

\*Dates indicated are tentative and subject to change. Please refer to [www.ite.edu.sg](http://www.ite.edu.sg) for the latest schedule.

## Preparation for Interview

- 1) Prepare portfolio with relevant certificates and supporting documents neatly and in chronological order.
- 2) Be well groomed for the interview- to wear school uniform – face to face – to bring IC for identification and online – to get ready in advance to ensure system is stabilized.
- 3) Demonstrate a positive and confident image during the interview.
- 4) Share on the course that you are applying for and how your transferable skills, knowledge and attitude will fit the course.

## What is the Purpose of the Interview?

For the institution to find the 'BEST FIT'  
For you to demonstrate that "I am the BEST FIT"

## Before the Interview

<b>Prepare your Portfolio</b>	<ul style="list-style-type: none"><li>- Recommendations (including endorsements from outside of schools)</li><li>- Art Pieces, Designed posters, Published articles (newsletter design, write-up etc.)</li><li>- Tablet / Notebook to show digital work (Animation / Video)</li><li>- Blog / Drawings / Prints</li><li>- Photographs / Paintings / Films / Videos (not longer than 15sec)</li><li>- Sculptures / Ceramics / Objects</li><li>- Architectural Designs, Sketchbooks</li><li>- Organize it in a logical, easy-to-read manner</li></ul>
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	<ul style="list-style-type: none"> <li>- Compile them – make it easy to handle.</li> <li>- Make it concise, sharp &amp; interesting</li> <li>- Be mindful of the overall presentation</li> </ul>
<p><b>Prepare a 1 page - cover page for your Portfolio</b></p> <p>Available templates on Microsoft Word</p>	<ul style="list-style-type: none"> <li>- Prepare 1 page Resume. Some suggested categories as follows:               <ul style="list-style-type: none"> <li>o Leadership roles (e.g. class chairman, IT Rep)</li> <li>o Awards (e.g. Edusave)</li> <li>o Competition</li> <li>o Achievements (Academic &amp; Non Academic)</li> <li>o School Participation (e.g. VIA, AEM, School Events like Emcee)</li> <li>o Testimonials and recommendations</li> <li>o Skills (e.g. IT / Language / Instruments)</li> </ul> </li> <li>- Put the certificates in a clear folder organizing them in by relevance, chronological order (latest on top) or by categories with the cover page on the top</li> <li>-</li> </ul>
<b>Do your Research</b>	<ul style="list-style-type: none"> <li>- Review your 600 character write-up (EAE) or 100 word write-up (ITE-EAE)</li> <li>- Understand the course, modules, electives, specialization offered, progression</li> <li>- Understand the industry, prospects, latest trends, economic agencies (Resource: <a href="https://www.myskillsfuture.gov.sg/content/student/en/secondary/world-of-work/industry-landscape.html">https://www.myskillsfuture.gov.sg/content/student/en/secondary/world-of-work/industry-landscape.html</a>)</li> <li>- Prepare your self-introduction and some “common” questions</li> <li>- Practice in front of a mirror or role-play the interview with family/close friends</li> </ul>
<b>Some Common Interview Questions to think through before the interview</b>	<ul style="list-style-type: none"> <li>- Tell me more about yourself</li> <li>- What motivates you to want to pursue this course?</li> <li>- What about this course that appealed to you most?</li> <li>- What do you know about the course?</li> <li>- Where will the course lead you to? What are your career aspirations?</li> <li>- Why did you choose this course in this poly/ITE, instead of other polys/ITEs?</li> <li>- What are the subjects you enjoy or are good at?</li> <li>- (if your grades are not good at the moment) How do you plan to improve in your grade, especially for subjects that you are failing?</li> <li>- What do I think would be my greatest takeaway after I graduate?</li> <li>- Why would entering EAE be beneficial to me?</li> <li>- What are your strengths / areas for improvement?</li> <li>- What leadership roles did you have? How are you going to hone them in Poly/ITE?</li> <li>- Where do you see yourself in 5 years’ time? Why should I choose you?</li> </ul>

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	<ul style="list-style-type: none"> <li>- Do you have any questions to ask the Interviewer(s)? [If the answers can be found are on the website, please do <u>not</u> ask]</li> </ul>		
<b>Prepare yourself on the day of the Interview</b>	<b>Travelling Time</b>	<b>Grooming</b>	<b>Dress Code</b>
	<ul style="list-style-type: none"> <li>- Arrive 30 min before</li> <li>- Arrive 60 min before if you need to do Vision / Hearing Tests etc</li> </ul>	<ul style="list-style-type: none"> <li>- Neat Hair</li> <li>- Trimmed Nails</li> <li>- Ironed Uniform</li> <li>- Clean Socks / Shoes</li> </ul>	<ul style="list-style-type: none"> <li>- School Uniform are highly recommended</li> <li>- School Tie</li> <li>- School Jacket (Optional)</li> </ul>
	<b>Bring</b>	<ul style="list-style-type: none"> <li>- NRIC, documents (eg. Sec3 EOY, Sec4 MYE as listed in your SMS/Email notification)</li> <li>- Portfolio (Originals and at least 2 Sets of certificates)</li> <li>- Digital Portfolio – ensure the device is fully charged and files are organized for showcasing seamlessly.</li> <li>- Try not to store the files in the cloud in case of unavailability of internet</li> </ul>	

### During the Interview

<b>Make first Impression Count</b>	<p>Statistics has shown that interview success is determined by:</p> <ul style="list-style-type: none"> <li>- 55% The way you dress, act starting from the moment you walk to the interviewers</li> <li>- 38% The quality of your voice, grammar and confidence</li> <li>- 7% The words you choose to say</li> </ul>
	<ul style="list-style-type: none"> <li>- Greet the interviewer and shake his or her hand</li> <li>- Positive body language, e.g., eye contact, hands on lap, sit tall, legs together</li> <li>- Be alert, enthusiastic and sincere</li> <li>- Smile and Nod (It is a sign of respect and you are listening intently to them)</li> <li>- Do not fidget unnecessarily</li> <li>- Turn off your mobile phone</li> </ul>

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<b>Engage the interviewers through the Conversation</b>	<ul style="list-style-type: none"> <li>- Get straight to the point and stay on the topic</li> <li>- Ask for clarification where necessary</li> <li>- Use specific examples rather than general statements when giving information about your education, leadership roles, skills, and/or passion</li> <li>- Summarize, with enthusiasm, your interest in the course</li> </ul>
<b>Show case your Portfolio</b>	<ul style="list-style-type: none"> <li>- The interviewer(s) may not even look at your portfolio at times</li> <li>- This is where the cover page is important</li> </ul>
<b>Various possible Interview Formats</b>	<ol style="list-style-type: none"> <li>1. Self-intro video (eg. Diploma of Mass Communication)</li> <li>2. Aptitude Tests (on site testing or candidate will receive an online link)</li> <li>3. Individual Interviews of 5-10 minutes. The interviewer may ask you to explain your portfolio (eg. Diploma of Architecture)</li> <li>4. Panel Interviews (a few interviewers to 1 student – formal)</li> <li>5. Group Interviews (1 or a few interviewer(s) to a few students – formal/informal)             <ul style="list-style-type: none"> <li>- Answer first every once in a while. Do not dominate the conversation</li> <li>- Be mindful and show consideration towards fellow interviewees</li> </ul> </li> <li>6. Case Interviews (candidates to perform tasks individually or in groups)             <ul style="list-style-type: none"> <li>- The interviewer is not looking for answers</li> <li>- They are observing your ability to work in a team, to accept and improve from constructive criticism and your communication skills</li> </ul> </li> </ol>

### After the Interview

<b>End on an impressive note</b>	<ul style="list-style-type: none"> <li>- Shake hands firmly (if possible) and thank the interviewers politely and warmly</li> <li>- Do not blog or post anything online pertaining to the interview</li> </ul>
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## Useful Resources

### Interview Skills

#### ITE (4 mins)

All about ITE EAE

<https://www.youtube.com/watch?v=Q8WzIFOxv3w>

#### Ngee Ann Poly EAE Interview Tip

<https://www.youtube.com/watch?v=C-VEXr6iBeo>

#### Singapore Poly (4 mins)

Tips to Ace Your Online Interview

<https://www.facebook.com/watch/?v=2717380578536636>

### Education info

ITE/Poly websites – to read on course outline, career prospects, academic progression, minimum entry requirements, etc.

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### Portfolio Preparation

Ensure well documented in chronological order (the latest on top) and systematic categories

Category	Purpose	Remarks for Students	Awareness / Values	Examples	Will be Useful
<b>Examination Results</b>	To demonstrate mastery of the subject.	To highlight on how strengths will be an advantage for the desired course/programme.	Confidence Proficiencies	Academic Transcript	All courses
<b>Academic Improvement</b>	To show steady progress in academic grades.	To share how progress has been done over time and improvement has been steady.	Perseverance Diligence	Academic Transcript  Edusave award	All courses

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<b>Competition of Sports Event</b>	To be an all-rounder person, focusing of health and lifestyle.	To document your dedication of sport excellence.	Health consciousness	Standard Chartered Marathon School's Track and Field	Sports courses, Event based courses, Coaching courses
<b>Completion of a Green Event</b>	To be an all-rounder person, focusing of community and environment.	To document your interest in environmental causes.	Environmental awareness	Recycling event Save-the-beach Day	Environmental courses, Sustainability courses, Event based courses
<b>Attendance of a Healthy Cooking Event</b>	To be an all-rounder person, focusing of health and lifestyle.	To document your interest in healthy diet and lifestyle.	Food & Nutrition	Community Centre Events	Food and Nutrition, Wellness, Culinary courses

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<b>Award of Sports Event</b>	To be an all-rounder person, focusing on health and lifestyle.	To indicate commitment to sports excellence and champion's mindset.	Perseverance Resilience Strive for Excellence	School-based, National level, International level	All courses
<b>Character Award</b>	To be an all-rounder person, focusing on character building and integrity.	To indicate commitment to character excellence and high level of integrity.	Character Integrity	Edusave Character Award Eagles Award School Award	All courses
<b>CCA Award</b>	To be an all-rounder person, focusing on dedication to CCA (area of interest)	To indicate commitment to school activities in CCA, holding leadership or key position, instrumental to the success of the club.	Leadership Teamwork Dedication	CCA Excellence	All courses



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Category	Purpose	Remarks for Students	Awareness / Values	Examples	Will be Useful
<b>Internship Records</b>	<p>To show interest in a particular sector.</p> <p>To demonstrate maturity in dealing with world of work.</p>	Same as purpose.	All relevant work experience	Testimonies from Internship companies	All courses
<b>AEM/EM</b>	To understand more about the course offering in the polytechnic and show interest in the programme.	Same as purpose.	Eagerness to learn Self-directedness Motivation	Poly AEMs/ITE EMs	All courses, especially related ones to AEMs/EMs

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<b>Values in Action</b>	To show empathy for the community at large and to volunteer time/effort for social causes.	Same as purpose.	All, especially service for the community.	Volunteering at Orphanage/Old folk's home	All courses, especially service related, healthcare and social sectors.
<b>Talks Conferences Workshops</b>	To demonstrate interest in key issues and to show desire to learn more.	Same as purpose.	Eagerness to learn Self-directedness Motivation	Hospital, Society, Community Centre, etc	All courses, especially related ones to the event participated.