

Interview Candidate Matrix 2025

Interview Preparation - 2025/2026

How should you prepare for your interview with us?

We understand that preparing for an interview can be a stressful journey, filled with uncertainty, and anxiety. And therefore the purpose of this short article is to help you to better prepare yourself, equipped and know what to expect from us during the interview.

We believe that each interview is a session for us to understand more about the role, the nature of the work as well as the work culture. As a candidate - the following are some questions that you may like to ask your hiring manager in order to understand more about the nature of the role and function? A group team with the team that you are working with will help us to ensure that you're a good fit to the team dynamics.

<u>Interviewee (Candidate)</u>	<u>Interviewer (Hiring Manager)</u>
• Scope and responsible for the team? • Deliverable, and key performance indicator (KPI) • Interfacing Team - Internal/External Clients • Greenfield/Brownfield Project? • Technologies Platform • Technical Challenges • Group Interview - Team Interview	- Technical Skills Required - Competency Skillsets (i.e. GAAP; IFRS) - Payscale, Complexity of Project - Size of Team (i.e. 3 or 5 members team) - Interface (i.e. Internal/External)

Congratulations! If you've been successful in your interview process. Welcome to Focus Machinery Pte Ltd, Singapore.

- The People team will reach out to you via email/phone call - and you will decide whether to accept the letter of employment/offer (permanent or contract).
- Should you choose to accept the letter of employment - please make the necessary arrangement (physically/virtually) to sign the letter of offer and you will be notified on when is your start date and reporting venue
- You will join one of the new-joiner induction and on-boarding processes - where you will be brief of any technology/physical security policies and protocol.

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Please prepare the following documents prior to your interview (Physical & Virtual)

- Resume/CV
 - Cover Letter/Letter of Motivation/Statement
 - Portfolio/Prototype (Physical/Digital) - do not submit, but present them during your interview
 - Introductory Presentation - About Yourself (physical interview)
 - Video Presentation - Introduction About Yourself (if required) - pre-recorded
 - Any additional other relevant materials/video or supporting evidence to demonstrate your technical capabilities, concept and understanding of technical implementation, and deliverable
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Please include the following information in your resume/cv:

- Full Name (Last Name, First Name)
 - General Region of Residence (Central, West, North East & etc.)
 - Contact Details - Email/LinkedIn/Contact No.
 - Professional/Academic Qualification (Academic)
 - Professional Experience (Relevant)
 - Include specialized and domain-specific skill sets & knowledges
 - Includes some sample of portfolio - to showcase your capabilities
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Please leave out the following information from your resume/cv:

- Marital Status (i.e. Single, Married & etc.)
 - Religion/Age/Height/Weight
 - Nationality/Citizenship
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If you have any other information that you would like to inform us (i.e. **special needs - child-care/aging parent and arrangement**) please do let us know beforehand, so that our staff/employee and interviewer would be well-informed to assist or facilitate.

We seek prospective interviewee understanding that we might not be in the position to accommodate every request due to the scale of operation in Asia - Singapore, and would do the utmost in our current ability/future planning to accommodate and prepare.

What can you expect during your interview

What can/should you expect during your interview with us?

Each interview comprise of the following panel:-

1. Hiring Manager Responsible for the Team (Physical/Virtual)
2. Human Resource Manager/Business Partner
3. Director Responsible for Business Unit (BU)

Each interview should last approximately for 45 - 60 minutes:-

1. **First 5 - 10 minutes:** Interview by Human Resource (HR)
 - Self-Introduction; Academia/Professional Credential
 - Submission of Digital/Physical Portfolio.
2. **Next 25 - 35 minutes:** Interview by your Hiring Manager
 - Technical Competency (i.e. Skillsets)
 - Technical Analysis (i.e. How do you breakdown the problem statement and analyse them)
 - Technical Knowledge & Platform

Q&A:

- Timeline, Scope of Duties, Deliverables
- Interfacing Parties (i.e. Internal/External)
- Scope of Technology

3. **Last 15 - 25 minutes:** Interview by the Director of Business Unit ("BU")
 - Understanding of the business division
 - Payscale and other variable allowance (i.e. transport claim)
 - Other personal concerns and arrangement (i.e. Child-care/Hybrid/Work from Home & etc.).

Some of the Questions that you will be asked:-

1. What's your understanding of this industry, role and function?
2. What's your thought process before proposing/suggesting certain implementation and design methodology?
3. Describe your choice of technology stack, implementation and how do you work around to overcome certain challenges?
4. What do you think are some of the roles and responsibilities this role entails?

Portfolio Demonstration:-

1. You may or may not be asked to present some of work portfolio and deliverable (do not submit/send sample of your work portfolio/sample digitally - present them during your physical interview)
2. You may be asked to work us through your thought process during your conceptualization phase

3. You may be asked what are some of the challenges and limitations that you faced during your thoughts process

Some questions that you should asked during the interviews:-

1. What are some of the technology stacks that we're currently using?
2. What would you change, and how would you propose to change? And the rationale for doing so?
3. What is the scope, duration and outcome that we're trying to achieve out of this assignment?
4. Is this a new initiative/project (greenfield project) or an existing project (brownfield project)?
5. What does success look like to you as a hiring manager?

So are you ready to join us today? [Submit your Application Online Today](#)