

(最後更新: 2022年3月)

二級行政主任 (EO II) 面試攻略

1st Edition - Jan 2020

2nd Edition - Feb 2020

3rd Edition - Aug 2020

4th Edition - Mar 2021

5th Edition - Mar 2022

二級行政主任 – 遴選面試

- 一般資料
 1. 形式 - 個別面試 (三至四名考官對一名考生)
 2. 長度 - 約二十分至三十分鐘
 3. 語言 - 英文 (60%)、廣東話 (40%)

二級行政主任 – 遴選面試

- 一般資料
- 4. EOII只設一輪面試，通過即可獲聘書，JRE成績並不計算於面試分數之中
- 5. 面試計分項目包括態度、領導能力、基本法測試分數

二級行政主任 – 遴選面試

- 主要面試內容
 1. 考生自我介紹 (英文 / 廣東話)
 2. 考生過往工作經驗 / 學業 / 義工經歷 (英文 / 廣東話)
 3. 政府 / 行政主任職系相關 (英文 / 廣東話)
 4. 約兩條情景題及追問 (英文)
 5. 時事題 (廣東話)

模擬面試題目

(參考2017 – 2021年考生
提交之試題製作)

二級行政主任 – 模擬面試題目

1. Please briefly introduce yourself (1-2 mins)
2. Please tell us about your previous work experience. How is it related to EO?
3. Why would you consider being an EO instead of pursuing a career in marketing / translation ... (depends on candidate's background)
4. What is the major challenge during your final year project / internship / previous job?
5. What have you learnt from your final year project / internship / previous job?

二級行政主任 – 模擬面試題目

6. Please share your experience as a leader. Are there any difficulties and how did you tackle them?
7. EO needs to have leadership and analytical skills. How do you convince me you have?
8. Do you go for overseas exchange? Why or why not?
9. How to apply the things you learnt from University to your current job?
10. Tell me about your extra-curricular activities in school
11. How would other students or colleague describe you?

二級行政主任 – 模擬面試題目

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二級行政主任 – 模擬面試題目

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二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 1:
You are the EO of a licensing office. One day, a man came to your office and complained that his license application was refused. He was angry and asked for refund of the application fee. However, no refund is allowed once application had been submitted according to the policy. Your subordinate had already explained the policy to him, but the man was not satisfied and insisted to stay until having the application fee back. How would you handle this situation?

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 1 (Follow-up questions):
 1. (You further explained the policy to him)
“Don’t tell me about the policy. Why can’t I get my money back?”
The man insisted and started getting furious.
 2. (You told him that he could file a complaint)
“It’s ridiculous. You guys are all bureaucratic and not helpful at all”
The man started losing temper and yelled at you. Other staff in the office were worried about the situation.

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 1 (Follow-up questions):
 3. (You asked him to come to the meeting room to avoid disturbing other colleagues)
Are you sure you would invite him to enter the office area? Would it be dangerous if the man is out of control?
 4. (You tried to stop him from yelling and requested him to leave)
“No, I am not leaving”. The man went furious and pointed his umbrella to you.

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 1 (Follow-up questions):
 5. (The man left under the assistance of security guard)
How would you prevent such situation from happening in the future?

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 2:
Recently, your department planned to publish an internal newsletter to boost employee morale. You are now responsible for leading a team to prepare for this work. Can you describe the steps you will take?

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 2 (Follow-up questions):
 1. What kind of information would you suggest being covered in the newsletter? Why?
 2. If most of the staff are reluctant to submit articles for the newsletter, how would you persuade them?
 3. You found that a clerical staff in your team performed poorly and complained that such publishing work was out of his original duty, what would you do?

二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 3:

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情景題 (全英文對答)

- Situation 3 (Follow-up questions):

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3.

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情景題 (全英文對答)

- Situation 3 (Follow-up questions):

4.

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情景題 (全英文對答)

- Situation 4:

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情景題 (全英文對答)

- Situation 5:

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情景題 (全英文對答)

- Situation 6:

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情景題 (全英文對答)

- Situation 7:

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情景題 (全英文對答)

- Situation 8:

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情景題 (全英文對答)

- Situation 8 (Follow-up questions):

1.

2.

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情景題 (全英文對答)

- Situation 9:

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情景題 (全英文對答)

- Situation 10:

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情景題 (全英文對答)

- Situation 11:

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情景題 (全英文對答)

- Situation 12:

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情景題 (全英文對答)

- Situation 12 (Follow-up questions):

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3.

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情景題 (全英文對答)

- Situation 13:

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情景題 (全英文對答)

- Situation 14:

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情景題 (全英文對答)

- Situation 15:

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情景題 (全英文對答)

- Situation 16:

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情景題 (全英文對答)

- Situation 16:

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情景題 (全英文對答)

- Situation 17:

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情景題 (全英文對答)

- Situation 18:

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情景題 (全英文對答)

- Situation 19:

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情景題 (全英文對答)

- Situation 20:

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情景題 (全英文對答)

- Situation 20:

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情景題 (全英文對答)

- Situation 20:

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情景題 (全英文對答)

- Situation 21:

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情景題 (全英文對答)

- Situation 22:

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二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 23:

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情景題 (全英文對答)

- Situation 23 (Follow-up questions):

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二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 24:

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二級行政主任 – 模擬面試題目

情景題 (全英文對答)

- Situation 24 (Follow-up questions):

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二級行政主任 – 模擬面試題目

情景題 (全英文對答)

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二級行政主任 – 模擬面試題目

時事題

1. 你對東大嶼都會發展計劃有什麼看法?
2. 你認為如何解決堆填區飽和的問題?
3. 政府可以如何推動源頭減廢的工作?
4. 你對美食車計劃有什麼了解? 有沒有可改善的地方?
5. 如何可以改善香港交通堵塞的問題?
6. 你對電子道路收費系統有什麼了解?
7. 試講述發展第三條機場跑道的利弊

二級行政主任 – 模擬面試題目

時事題

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時事題

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時事題

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時事題

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時事題

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時事題

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面試準備心得

面試準備心得

1. 衣著務必得體，建議穿上全套西裝
2. 請提早到達考場，並在面試前關上手提電話
3. 必須熟讀公務員事務局上行政主任的資料
(https://www.csb.gov.hk/tc_chi/grade/eo/431.html)
4. 初段的題目較多與申請職位時填寫的履歷有關，包括學歷、工作經驗、義工服務等，提交申請表時應事先記錄，方便準備面試
5. 情景題相當重要，盡量詳細解釋自己的決定和背後的原因，考官必然會追問和挑戰你的答案，緊記冷靜應對和保持正面的態度

面試準備心得

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面試攻略更新服務

如閣下有加購「未來12個月更新服務」，當面試攻略更新時 (包括加入新面試問題/心得/政策資料)，我們會將最新版本經電郵發送給閣下，請將我們的電郵地址加入聯絡人名單，以免相關電郵被錯誤過濾，我們亦會同時於Telegram Channel (<https://t.me/csradar>) 發出通知。

另外，閣下如有任何問題或查詢，或須加購更新服務，歡迎以下述電郵聯絡我們，我們會五日內回覆，祝閣下投考成功。

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更新及查詢服務