

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

6th Edition - Mar 2023

7th Edition - Jan 2024

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、分析能力、解難能力、語言能力等

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

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

情景題

- 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

- 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

- 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

- 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

- 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

- 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?

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情景題

- Situation 3:

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情景題

- Situation 3 (Follow-up questions):

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情景題

- Situation 3 (Follow-up questions):

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情景題

- Situation 4:

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情景題

- Situation 5:

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情景題

- Situation 6:

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情景題

- Situation 7:

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情景題

- Situation 8:

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情景題

- Situation 8 (Follow-up questions):

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情景題

- Situation 9:

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情景題

- Situation 10:

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情景題

- Situation 11:

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情景題

- Situation 12:

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情景題

- Situation 12 (Follow-up questions):

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情景題

- Situation 13:

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情景題

- Situation 14:

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情景題

- Situation 15:

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情景題

- Situation 16:

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情景題

- Situation 16:

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情景題

- Situation 17:

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情景題

- Situation 18:

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情景題

- Situation 19:

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情景題

- Situation 20:

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情景題

- Situation 20:

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情景題

- Situation 20:

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情景題

- Situation 21:

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情景題

- Situation 22:

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情景題

- Situation 23:

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情景題

- Situation 23 (Follow-up questions):

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情景題

- Situation 24:

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情景題

- Situation 24 (Follow-up questions):

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情景題

- Situation 25:

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情景題

- Situation 26:

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 - 2.
 - 3.

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情景題

- Situation 27:

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 - 2.
 - 3.

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情景題

- Situation 28:

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二級行政主任 – 模擬面試題目

情景題

- Situation 28 (Follow-up questions):

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2.

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情景題

- Situation 29:

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 - 2.

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情景題

- Situation 30:

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情景題

- Situation 31:

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情景題

- Situation 31:

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- 3.

二級行政主任 – 模擬面試題目

情景題

- Situation 32:

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情景題

- Situation 33:

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 - 2.
 - 3.

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情景題

- Situation 34:

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二級行政主任 – 模擬面試題目

情景題

- Situation 34 (Follow-up questions):

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二級行政主任 – 模擬面試題目

情景題

- Situation 35:

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情景題

- Situation 35:

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- 3.

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情景題

- Situation 36:

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情景題

- Situation 37:

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- 1.

二級行政主任 – 模擬面試題目

情景題

- Situation 37 (Follow-up questions):

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情景題

- Situation 38:

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情景題

- Situation 38 (Follow-up questions):

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- Situation 39:

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情景題

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情景題

- Situation 40:

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- 4.

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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時事題

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面試準備心得

面試準備心得

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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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面試準備心得 (由以往考生提供)

- “Confidence is key. Don't panic, as long as answer is sensible then it will be fine”
- “Keep calm and don't mix up your mind”
- “Revisit the CV you submitted”
- “Prepare by connecting your previous work or ECA experience to duties of EO”
- “Prepare interview in both Chinese and English”
- “Better prepare your English since you need to be fluent in English and you need to give prompt response to many follow up questions”

面試準備心得 (由以往考生提供)

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面試準備心得 (由以往考生提供)

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額外增值服務

二級行政主任 - 自我介紹批改服務

自我介紹是 EO II 面試中常見的環節，如果能善用自我介紹，可以助你取得良好的第一印象，提升獲聘的機會，但有時候考生未能將自身優點妥善表達，連繫到考官對投考者要求，白白浪費機會。

如閣下有加購「二級行政主任 - 自我介紹批改服務」，可於購買後365日內將自我介紹的內容電郵給我們，我們會於一星期內作出回覆。

請於電郵中附上自我介紹的完整內容及在可行情況下附上履歷以供參考(可以移除姓名 / 聯絡電話等個人資料)，我們會針對自我介紹的內容給予改善建議，並提供一個修改後的版本(只限中文版本)作參考。

當閣下修改完成後，我們提供一次額外批改機會，請將新版本的自我介紹再次電郵給我們以作最後評核。

電郵地址: interview-support@csradar.com

(如須補購此項服務，請電郵給我們查詢詳情)

(請注意，提交的內容有機會於匿名的情況下用於教學用途)

二級行政主任 - 模擬答題批改服務

EO II 面試有不少題目涉及考生自身背景及工作相關的情景，雖然題目未必重覆，但其實有不少**通用的答題技巧可以使用**。我們希望考生透過預先練習並參考我們的改善建議，**提升臨場作答時的成功率**。

如閣下有加購「二級行政主任 - 模擬答題批改服務」，請於購買後**365日內將題目連同答案電郵給我們**，我們會於一星期內回覆並**就答案提供改善建議**，考生可以從以下途徑挑選合共最多**6/10**條題目作答(視乎閣下所選服務組合)(可分最多兩次提交):

- 自身背景相關題目 – 面試攻略內的題目或其他切合自身情況的題目，不包括自我介紹(可考慮選用「自我介紹批改服務」)
- 二級行政主任職位相關題目 – 面試攻略內的題目或其他合理題目
- 情境題 – 面試攻略內的題目(主題目及追問題目合併計算作1條)

電郵地址: interview-support@csradar.com

(如須補購此項服務，請電郵給我們查詢詳情)

(請注意，提交的內容有機會於匿名的情況下用於教學用途)

公務員面試時事及部門政策搜尋器

公務員面試經常問及時事資訊及部門政策，但新聞資訊極多，令準備面試困難重重。

因此，**CSRADAR** 開發時事及部門政策搜尋器，專為準備公務員面試設計，挑選較大機會於面試問及的時事資訊，按部門和政策範疇分類並提供內容概要，讓你快速掌握重點政策。

歡迎瀏覽以下網址試用，升級至完整版本更可瀏覽 **2017** 年至今超過 **6,000** 則時事及政策資訊。

<https://csradar.com/useful-info/current-affairs-database>

面試攻略更新服務

如閣下有加購「面試攻略 18 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。

Visit CSRADAR to obtain the full PDF file:

<https://csradar.com/useful-info/question-bank?ref=pdf>