

二級私人秘書 (PSII) 面試攻略

二級私人秘書 – 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 - 約二十分鍾
 3. 語言 - 廣東話 (60%) 及英文 (40%)
 4. 備註 - 只設一輪面試，通過即可獲聘書，技能測驗成績並不計算於面試分數之中

二級私人秘書 – 遴選面試

- 面試流程
 1. 考生自我介紹 (英文)
 2. 考生背景 / 過往工作經驗 / 學業 (英文)
 3. 私人秘書工作及情景題 (廣東話)
 4. 讀出一篇英文文章，並就文章內容回答問題 (英文)
 5. 時事題 (廣東話)



過往面試題目 (資源來源: 2018及2019年考生)

二級私人秘書 – 過往面試題目

1. Please briefly introduce yourself

2.

3.

4.

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5.

二級私人秘書 – 過往面試題目

- 1.
- 2.
- 3.
- 4.
- 5.

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二級私人秘書 – 過往面試題目

1.

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5.

重點政策及時事資訊

「四電一腦」生產者責任計劃

1. 「四電一腦」：空調機、雪櫃、洗衣機、電視機、電腦、打印機、掃描器及顯示器
2. 銷售商必須為顧客提供免費的法定除舊服務，並且在收據上載明循環再造徵費的訂明字句，和提供循環再造標籤
3. 市民如沒有購買新「四電一腦」但需回收舊電器，亦可致電安排免費的法定除舊服務，上門收走舊電器

參考資料: <https://www.info.gov.hk/gia/general/201808/01/P2018080100962.htm>

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面試準備心得

面試準備心得

1. 衣著務必得體，盡量端莊並以素色為主

2.

3.

4.

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6.

其他查詢及支援

凡購買本攻略之用戶，均可獲**CSRADAR**就投考公務員之免費線上支援服務，助你解決疑難。如有任何問題或查詢，歡迎以下列電郵地址聯絡我們，我們會三日內回覆，祝閣下投考成功。

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