



JEFF HAVENS

INTERVIEWING SKILLS

Career Advancement Techniques

VIDEO SERIES QUIZ

QUIZ TIME!

LET PEOPLE KNOW YOU'RE LOOKING EPISODE 1

Let's face it – amazing jobs rarely just fall into our laps. If you want something new, you'll need to let people know that you're looking. This video will show you how to do that without suggesting that you aren't happy where you currently are. It will also introduce you to a new career possibility that we're positive you've never thought about. Enjoy!

1) According to the video, why is it important to let people know that you're interested in a new job?

- a. Because you probably won't just be handed a new job without making any effort to get it.
- b. Because your manager probably doesn't pay you much attention.
- c. Because the best jobs go to the people who complain the most.

- 2) How should you frame your interest in finding a new job?
- a. By saying that you hate your current job.
 - b. By saying that you don't like your current boss.
 - c. By saying that you're interested in new opportunities and eager for advancement.
- 3) What is the 'untapped market' this video refers to?
- a. Cooking.
 - b. Professional hopscotch.
 - c. Whale herding.

PREPARING FOR THE INTERVIEW

EPISODE 2

This video will ensure that your next interview contains as few surprises as possible. You'll see several examples of how to screw everything up, which are always entertaining. And it also reveals its creator's biggest weakness. This could be the best video in the history of interviewing videos.

- 1) Before you arrive to the interview, you should have done which of the following?
- a. Researched the position you're applying for.
 - b. Bought the interviewer a small gift.
 - c. Cried uncontrollably for several hours.

2) Is the way you dress for the interview in any way important?

- a. Yes – first impressions matter.
- b. No – people shouldn't judge a book by its cover.
- c. I was planning on going in my pajamas – that's OK, right?

3) How can you practice for your interview ahead of time?

- a. Know how you're going to answer every question they could possibly ask you.
- b. Know how you're going to answer questions about your strengths, successes, weaknesses, and failures.
- c. You can't – just go in there and hope for the best.

HOW TO ACT DURING THE INTERVIEW

EPISODE 3

We've now arrived to the key moment – the interview itself. This video will cover how to act so that you make the best impression possible. We cover body language, eye contact, topics to emphasize, topics to avoid, and how to exit. How did we cram so much into such a short video? We're not sure either – we're just as surprised as you.

1) Which of the following should you AVOID during your next interview?

- a. Making eye contact.
- b. Sitting up straight.
- c. Going off on a tangent.

2) Every answer should focus on how you can do which of the following?

- a. Provide a benefit to the person who is looking to hire you.
- b. Speak comfortably in front of a large audience.
- c. Avoid making mistakes.

3) According to the video, when the interview is concluding it is OK for you to ask _____.

- a. When you should expect to hear something.
- b. How many other people are being interviewed.
- c. How well you did.

HOW TO ANSWER DIFFICULT QUESTIONS

EPISODE 4

This video tackles what might be the hardest part of every interview – how to handle difficult questions. We'll discuss how to highlight your strengths without seeming arrogant, how to discuss your weaknesses without ruining your chances of getting the job, and how to position yourself as an invaluable asset to the person or people doing the interview. You might also laugh a few times as we show you how to do everything wrong, too. Have fun!

1) According to the video, what kind of answers do you want to AVOID during your next interview?

- a. Discussing how the new job would benefit you personally.
- b. Discussing politics.
- c. Discussing how you can bring value to the team you're looking to join.

2) If someone asks about your weaknesses, how should you respond?

- a. By refusing to admit that you have any weaknesses.
- b. By illustrating that you've made some progress toward improving your weaknesses.
- c. By walking out of the interview.

3) According to the video, when it is OK to brag on yourself a little?

- a. Constantly throughout the interview.
- b. Never.
- c. When the interviewer asks what special or unique abilities you will bring to the job.

FOLLOWING UP POST-INTERVIEW

EPISODE 5

The interview might be over, but your work isn't. This video covers how to handle the immediately aftermath of an interview,

including when to follow up and how best to make sure they notice that you've followed up. You'll also learn some new words – or rather, some old words that will probably be new to you because nobody uses them anymore. Let the tomfoolery begin!

1) According to the video, when should you follow up after an interview?

- a. Never – you don't want to seem desperate.
- b. 24-48 hours – you want to stay top of mind.
- c. Before the end of the day – let them know you're definitely interested!

2) A typed, printed, or handwritten follow-up note has what advantage over an email or text?

- a. It's easier to send.
- b. It's a mistake.
- c. It's harder to ignore.

3) Why might it be a good idea to look for other jobs while you're waiting to hear back about your interview?

- a. The more attractive possibilities you find, the more likely it is that one of them will work out.
- b. Because you're probably not going to get the job you just interviewed for.
- c. You shouldn't – good applicants only interview for one position at a time.

THINGS TO AVOID IN ANY INTERVIEW

EPISODE 6

This video covers a wide variety of things you should never do in any interview. And yet, somehow, each one of these things has been done in an interview! Compiled from recollections of dozens of hiring managers, this assortment of no-no's is certain to make you laugh. Sometimes, learning what not to do is just as important as learning what you're supposed to do. You'll want to share this with your colleagues!

1) According to the video, which of the following should you AVOID doing in any interview?

- a. Dressing well.
- b. Crying.
- c. Demonstrating your expert knowledge of kung-fu.

2) If your phone rings during an interview, you should _____.

- a. Your phone shouldn't ring because you should have put it on silent.
- b. Answer it, of course.
- c. Ask the interviewer if it's OK to take the call.

3) Which of the following is a collection of words that best describe the people depicted in this video?

- a. Ambitious, thoughtful, and patient.
- b. Sloppy, evil, and smelly.
- c. Ill-prepared, confrontational, and self-absorbed.

ANSWERS

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