

# Interview Process Training

Storyboard

# Overview

## Course Title

Interview Process Training

## Learning Goals

### Outcome

By the end of this training, learners will be able to demonstrate the steps of the interview process in preparation for a official company interview.

### Objectives

By the end of this training, learners will be able to:

- Compile data and factual information about a prospective employer.
- Accurately indicate prior work experiences and portfolios.
- Select appropriate dress attire for an interview.
- Demonstrate correct body language for an interview.
- Write an interview summary and thank you letter.

## Description Text

Customer Service, Inc. is a job preparation business located in La Porte, Indiana. The business desired training on the interview process and wanted to provide success tips to ensure their candidates would have a higher chance at securing a job offer. The Interview Process Training, from OER Commons, in the Public Domain, was suggested to be used when designing custom training.

## Units

Seven

# Units

#	Name	Content
0	Introduction	About This Tutorial Course Goal and Objectives
1	Getting Started	Course Overview Phases of an Interview Process What to Expect
2	Research the Company	Look Up the Company Company Review Activity
3	Show off your Work	Your Experience Examples of your Work
4	Appropriate Interview Attire	Dress for the Interview Dress Attire Review Activity Business Casual vs. Business Formal Attire
5	During the Interview	Body Language Interview Questions Pre-Interview Resources
6	After the Interview	Post-Interview Process Post-Interview Resources
7	Wrap Up	Quiz Summary

# Style Guide

<b>Logo</b>	N/A
<b>Cover Photo</b>	People Meeting
<b>Custom Colors</b>	Sushi - 8BC34A (Custom)
<b>Fonts</b>	Heading: Merriweather Body: Lora
<b>Additional Notes</b>	Learners can navigate freely through units.
<b>Templates</b>	N/A

# Section 0: Introduction

<b>Lesson</b>		Start Here	
<b>BLOCK ID</b>	<b>0</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>		<b>CONTENT</b>	
		<p>Nervous about an interview? We all are! You're not alone.</p> <p>Unsure where to start? Consider the Interview Process Training Tutorial.</p>	

<b>Lesson</b>		About This Tutorial	
<b>BLOCK ID</b>	<b>0.1</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>		<b>CONTENT</b>	
<p><a href="https://oercommons.s3.amazonaws.com/media/thumbnails/b5/f5/b5f5542145f0e1a2b519820896cb5db1.jpg">https://oercommons.s3.amazonaws.com/media/thumbnails/b5/f5/b5f5542145f0e1a2b519820896cb5db1.jpg</a></p>		<p>With this tutorial, the goal is to send everyone into the interview room (or potentially virtual interview room) prepared and confident. You know you have skills and talents to offer to the employer, you know you are the best fit for the position, so now the preparation you complete for that interview will ensure the employer knows it too.</p>	

<b>Lesson</b>		Course Goal and Objectives	
<b>BLOCK ID</b>	<b>0.2</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>		<b>CONTENT</b>	
<p><a href="https://pixabay.com/illustrations/arrows-target-range-bullseye-sport-2889040/">https://pixabay.com/illustrations/arrows-target-range-bullseye-sport-2889040/</a></p>		<p><b>Goal</b></p> <p>By the end of this training, learners will be able to demonstrate the steps of the interview process in preparation for a official company interview.</p> <p><b>Course Objectives</b></p> <p>By the end of this training, learners will be able to:</p> <ul style="list-style-type: none"> <li>• Compile data and factual information about a prospective employer.</li> <li>• Accurately indicate prior work experiences and portfolios.</li> <li>• Select appropriate dress attire for an interview.</li> <li>• Demonstrate correct body language for an interview.</li> <li>• Write an interview summary and thank you letter.</li> </ul>	



# Section 1: Getting Started

<b>Lesson</b>		Course Overview	
<b>BLOCK ID</b>	<b>1.1</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>		<b>CONTENT</b>	
<p>Emphasize the Roosevelt quote.</p> <p>Image of Roosevelt if in public domain</p>		<p><i>Far and away the best prize that life offers is the chance to work hard at work worth doing.</i> —Theodore Roosevelt</p> <p>Pursuit of successful employment and a thriving career are still challenges that many adults face. The hardest part, aside from waiting for the call for an interview, is the interview itself! So many emotions surrounding that eventful day – what to wear, how to be prepared, how to sell yourself without overstating your abilities and talents.</p>	

<b>Lesson</b>		Four Phases of An Interview Process	
<b>BLOCK ID</b>	1.2	<b>BLOCK TYPE</b>	Image, Text, and Embedded Media
<b>NOTES</b>		<b>CONTENT</b>	
Create a Discover More box or section with the text. Or, alternatively, embed the video.		<p>This tutorial breaks down the four phases of an interview process:</p> <ul style="list-style-type: none"><li>● Preparation</li><li>● What to Wear</li><li>● How to Present Your Best Self</li><li>● How to Follow Up</li></ul> <p><b>Discover More</b></p> <p>Review the video <a href="#">The Best Job Interview Preparation Video</a> to learn more about job interview preparation.</p> <p><b>Follow This Format!</b></p> <p>In following this simple outline, you will have the best opportunity to wow your future employer and solidify that you are the best candidate. Regardless of this being your 7<sup>th</sup> interview or your 37<sup>th</sup>, the goal is to provide you with a game plan for how to walk in with confidence.</p>	

<b>Lesson</b>		What To Expect	
<b>BLOCK ID</b>	1.3	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>  <a href="https://www.oercommons.org/editor/images/29372">https://www.oercommons.org/editor/images/29372</a>		<b>CONTENT</b>  Included in this segment you will find resources for preparing yourself for an interview - including what to do to prepare, what to wear on the big day, and what to do immediately following. The segments are broken down as follows: <ul style="list-style-type: none"><li>• Research the Company</li><li>• Show off your Work</li><li>• Dressing for the Interview</li><li>• After the Interview</li><li>• Wrap Up</li></ul>	

## Section 2: Research the Company

<b>Lesson</b>		Look Up The Company	
<b>BLOCK ID</b>	<b>2.1</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
Emphasize the quote.		<p>Hired candidates reported spending more time talking about company culture and the functions of the job with their interviewer (63 percent) than did the rejected candidates (47 percent). – SmartRecruiters</p> <p><b>Do Your Research</b></p> <p>Always enter an interview with knowledge about the company. You could be their newest employee, after all. Recruiters and interview panel members will be impressed with your knowledge and interest in the position. Employers want to know and feel that you are passionate and confident in your abilities to fit the position and there is no better way to get this across then by showing you know are familiar with the company's mission, culture, customers and competitors.</p> <p><b>Discover More</b></p> <p>Review the video <a href="#"><u>How to research a company before a job interview</u></a> to learn more about researching companies.</p>	

<b>Lesson</b>		Company Review Activity	
<b>BLOCK ID</b>	<b>2.2</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p>Recreate checklist to a more aesthetic image.  <a href="https://www.oercommons.org/editor/images/29365">https://www.oercommons.org/editor/images/29365</a></p> <p>Discover More box. Or, alternatively, embed the video.</p>		<p><b>Getting Started</b></p> <p>Select a company from Fortune’s 100 best companies to work for and begin reading the prompt below.</p> <p><b>Imagine This</b></p> <p>This company you chose has selected you an interview. How do you prepare?</p> <p><b>Use this checklist!</b></p> <p><b>IMAGE</b></p>	

# Section 3: Show off your Work



<b>Lesson</b>		Your Experience	
<b>BLOCK ID</b>	<b>3.1</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p>Emphasize the quote.</p> <p>Redesign existing image:  <a href="https://www.oercommons.org/editor/images/29376">https://www.oercommons.org/editor/images/29376</a></p>		<p><b>Professional Experience and Examples</b></p> <p>Now the learners have researched their company and understand the company's mission, goals, customers and competitors. They can use this information to select relevant examples of their work and experiences. Prepare to share these experiences during the interview.</p> <p>Prior experience has a 55% chance of influencing the decision, while conversation skills have 49%, knowledge of the industry 41%, and culture fit 35%.</p> <ul style="list-style-type: none"> <li>- <a href="http://whattobecome.com">whattobecome.com</a></li> </ul> <p>What type of experiences should be included?</p> <p><b>IMAGE / Accordion</b></p>	

<b>Lesson</b>		Examples of your Work	
<b>BLOCK ID</b>	<b>3.2</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p>Emphasize the quote.</p> <p>Discover More box. Or, alternatively, embed the video.</p>		<p><b>Your Advantage</b></p> <p>Social media and google searches should be expected from recruiters and the company that is interviewing. Learners can use this to their advantage.</p> <p>Just like you're using social media to find out about someone, so are your recruiters looking you up to learn more about you outside your resume.</p> <ul style="list-style-type: none"> <li>- <a href="http://whattobecome.com">whattobecome.com</a></li> </ul> <p><b>Your Portfolio</b></p> <p>Consider creating online portfolio. These online sites can expand on the resume and give examples of the experience.</p> <p><b>Discover More</b></p> <p>Review the video <a href="#">How to Make a Resume Website to Get an AWESOME Job (in 2020)</a> to learn more about resume websites.</p>	

# Section 4: Appropriate Interview Attire

<b>Lesson</b>		Dress for the Interview	
<b>BLOCK ID</b>	4.1	<b>BLOCK TYPE</b>	Text
<b>NOTES</b>		<b>CONTENT</b>	
<p>Pre Assessment:  <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=hwvFJNlwiUuDkLKXtLGldmE5FJdwmXtNrrVcT-3M0hIUOVNRTkJOWU80TTIVVTI0WUgyOVVLMtDTWS4u">https://forms.office.com/Pages/ResponsePage.aspx?id=hwvFJNlwiUuDkLKXtLGldmE5FJdwmXtNrrVcT-3M0hIUOVNRTkJOWU80TTIVVTI0WUgyOVVLMtDTWS4u</a></p> <p>Emphasize the quotes.</p>		<p><b>Proper Attire</b></p> <p>Get started with your proper attire knowledge by completing the pre-assessment below.</p> <p>"While your qualifications obviously matter most, your first impression with an employer is also vitally important. In fact, according to the Twin Group, 50% of interviewers think that a candidate can be eliminated for the position due to the way they dressed, acted or walked through the door."</p> <p><b>What do you know about proper interview attire?</b></p> <p>This is a basic pre-assessment to see what you already know about the interview dress process.</p> <p><b>Pre-Assessment</b></p> <p>"A clean, polished look can be reassuring to prospective employers. Research the organization's dress code policy and their company culture. Remember that an interview often requires more professional attire than you might wear after being hired."</p>	

<b>Lesson</b>		Dress Attire Review Activity	
<b>BLOCK ID</b>	4.2	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>  Alternatively, embed the video.		<b>CONTENT</b>  <b>Test Your Knowledge</b>  Time to test your knowledge on proper dress attire. Please watch both videos below and answer the reflection on this page that follows.  Video 1 - <u><a href="#">Job Interview 1</a></u> Video 2 - <u><a href="#">Job Interview 2</a></u>  <b>Reflect</b>  It's obvious which video is the good versus the bad. Now that you've reviewed these videos, write down what you would do differently for each video? Would you change anything within the "good" video? What would you change about the "bad" video?	

<b>Lesson</b>		Business Casual vs. Business Formal	
<b>BLOCK ID</b>	4.3	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p><a href="https://www.oercommons.org/editor/images/29346">https://www.oercommons.org/editor/images/29346</a></p> <p><a href="https://www.oercommons.org/editor/images/29348">https://www.oercommons.org/editor/images/29348</a></p> <p><a href="https://www.oercommons.org/editor/images/29350">https://www.oercommons.org/editor/images/29350</a></p>		<p><b>What is Business Casual?</b></p> <p>Business casual is more open ended. Think dress pants with a button-down shirt or a pencil skirt or dress pants with a blouse and a cardigan.</p> <p><b>What is Business Formal?</b></p> <p>Typically, business formal is a matching pants or skirt suit (often a dark color) with a button-down shirt and tie or a blouse.</p> <p><b>Discover More</b></p> <p>Review the video <a href="#">Business Formal vs. Business Casual: What to Wear to an Interview</a> to learn more about interview attire.</p>	

<b>Lesson</b>		Attire	
<b>BLOCK ID</b>	<b>4.4</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p>IMAGE2:  <a href="https://www.oercommons.org/editor/images/29349">https://www.oercommons.org/editor/images/29349</a></p> <p><a href="https://oercommons.s3.amazonaws.com/media/courseware/relatedresource/file/How_to_tie_a_tie_mqb4mT5.png">https://oercommons.s3.amazonaws.com/media/courseware/relatedresource/file/How_to_tie_a_tie_mqb4mT5.png</a></p> <p>IMAGE1:  <a href="https://oercommons.s3.amazonaws.com/media/courseware/relatedresource/file/dressforsuccess_vtQ1nND.jpg">https://oercommons.s3.amazonaws.com/media/courseware/relatedresource/file/dressforsuccess_vtQ1nND.jpg</a></p>		<p><b>Dress For Success</b></p> <p>Review the tips for dressing for success in the image below.</p> <p><b>IMAGE1</b></p> <p>When dressing for an interview, it best to dress conservatively. Keep in mind that all interviews start with a bang! So make sure you're ready when you step into the room and impress them from the start.</p> <p><b>Accessorize</b></p> <p>Well-chosen accessories (tie, scarf, etc.) can help you stand out and can add a splash of color.</p> <p>Additional Tips</p> <p>Review the additional tips in the image below.</p> <p><b>IMAGE2</b></p>	

# Section 5: During the Interview



<b>Lesson</b>		Body Language	
<b>BLOCK ID</b>	5.1	<b>BLOCK TYPE</b>	Text
<b>NOTES</b>		<b>CONTENT</b>	
		<b>Body Movement and Posture</b>	
		Did you know that your body language speaks to people before you say a single word? How you stand, how you sit, how you cross your arms, how you cross your legs, all tell the interviewer about you.	
		In this section, we will look at some do's and don'ts of body language during an interview.	

<b>Lesson</b>		Tips for Body Language	
<b>BLOCK ID</b>	<b>5.2</b>	<b>BLOCK TYPE</b>	Text and Image
<b>NOTES</b>		<b>CONTENT</b>	
<p><a href="https://www.oercommons.org/editor/images/29358">https://www.oercommons.org/editor/images/29358</a></p> <p><a href="https://www.oercommons.org/editor/images/29359">https://www.oercommons.org/editor/images/29359</a></p> <p><a href="https://www.oercommons.org/editor/images/29360">https://www.oercommons.org/editor/images/29360</a></p> <p><a href="https://www.oercommons.org/editor/images/29361">https://www.oercommons.org/editor/images/29361</a></p> <p><a href="https://www.oercommons.org/editor/images/29375">https://www.oercommons.org/editor/images/29375</a> - Perhaps redo this checklist</p>		<p>Here are some researched tips to remember for your next job interview.</p> <ol style="list-style-type: none"> <li>1. Sit up straight and tall all the way back in your seat versus slumping over or slouching. You want to show that you are interested in what the speaker has to say.</li> <li>2. Eye Contact- Research varies slightly with eye contact; however, the consensus is to not avoid it but look at the direction of the eyes between the eyes, nose and mouth area.</li> <li>3. Using hand gestures while speaking as another way of showing engagement in the conversation.</li> <li>4. Nod your head while speaking is another way of showing engagement in the conversation.</li> <li>5. Lean in during the conversation to show attentiveness and engagement with the interviewer.</li> </ol> <p><b>Checklist</b></p>	

<b>Lesson</b>		Interview Questions	
<b>BLOCK ID</b>	5.3	<b>BLOCK TYPE</b>	Text
<b>NOTES</b>		<b>CONTENT</b>	
		<p>Now that you are aware of your body language during the interview, lets look at what type of questions to expect during the interview. There are different behavioral interview questions that the interviewer will ask during the interview. The organization asks these questions to see how compatible you are with their company. The questions cover areas of teamwork, time-management, communication, and motivation and values. So be prepared to examples of specific situations that you have been in where you had to use certain skills.</p>	

<b>Lesson</b>		STAR Interview Method	
<b>BLOCK ID</b>	5.4	<b>BLOCK TYPE</b>	Text, Image, and Interactive
<b>NOTES</b>  <a href="https://www.oercommons.org/editor/images/29392">https://www.oercommons.org/editor/images/29392</a>  Consider an interactive with the STAR letters.		<b>CONTENT</b>  One method research shows to assist you with answering these questions is to use the STAR Interview Method. STAR is an acronym which stands for situation, task, action, result. Using this acronym when answering behavioral interview questions is a way of organizing your thoughts while providing a detailed specific answer.  Let's look at what each letter means.  S- situation: establish the scene while giving important details of the example.  T- task: describe your responsibilities in that situation  A- action: explain the actions taken to address the situation  R- results: share the outcomes your actions achieved	

<b>Lesson</b>		Common sample behavioral questions	
<b>BLOCK ID</b>	5.5	<b>BLOCK TYPE</b>	Text
<b>NOTES</b>		<b>CONTENT</b>	
		<p>Below is a list of common sample behavioral questions you should be prepared to answer.</p>	
		<p>Teamwork</p>	
		<ul style="list-style-type: none"><li>● Talk about a time when you had to work closely with someone whose personality was very different from yours.</li><li>● Give me an example of a time you faced a conflict while working on a team. How did you handle that?</li><li>● Describe a time when you struggled to build a relationship with someone important. How did you eventually overcome that?</li></ul>	
		<p>Time management skills</p>	
		<ul style="list-style-type: none"><li>● Tell me about a time you had to be very strategic in order to meet all your top priorities.</li><li>● Describe a long-term project that you managed. How did you keep everything moving along in a timely manner?</li><li>● Sometimes it's just not possible to get everything on your to-do list done. Tell me about a time your responsibilities got a little overwhelming. What did you do?</li><li>● Tell me about a time you set a goal for yourself. How did you go about ensuring that you would meet your objective?</li></ul>	

<b>Lesson</b>		Additional Resources	
<b>BLOCK ID</b>	<b>5.6</b>	<b>BLOCK TYPE</b>	Text and Embeds
<b>NOTES</b>		<b>CONTENT</b>	
<a href="https://www.youtube.com/watch?v=sXAHwa1CWYw">https://www.youtube.com/watch?v=sXAHwa1CWYw</a>		Additional Resources	
<a href="https://www.youtube.com/watch?v=PCWVi5pAa30">https://www.youtube.com/watch?v=PCWVi5pAa30</a>		Bad Body Language Behaviors to Avoid	
<a href="https://www.youtube.com/watch?v=1mHjMNZZvFo">https://www.youtube.com/watch?v=1mHjMNZZvFo</a>		Body language tips to impress at your next job interview	
<a href="https://www.youtube.com/watch?v=BG62DsJo3ZQ">https://www.youtube.com/watch?v=BG62DsJo3ZQ</a>		Common interview questions and answers	
		Competency-based interview questions and answers! How to answer interview competencies	

# Section 6: After the Interview

<b>Lesson</b>		Post-interview	
<b>BLOCK ID</b>	6.1	<b>BLOCK TYPE</b>	Text
<b>NOTES</b>		<b>CONTENT</b>	
		<p>You've just completed the interview. You nailed it! Now what?</p> <p>Something that may seem like a relic from days of yore that you want to be sure to partake of during your interview process is a timely and sincere follow up thank you.</p> <p>Whether it be a quick email or a handwritten note (still acceptable and appropriate, depending on several factors), you want to make sure you don't overlook this business etiquette must-do. In the fast-paced and virtual world of today, this five minute follow up will help to leave a positive lasting impression. This shows you are sincerely interested, you value your interviewer's time, and your follow through is on-point.</p>	



<b>Lesson</b>		Follow up Note	
<b>BLOCK ID</b>	<b>6.2</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>  <a href="https://www.oercommons.org/editor/images/29370">https://www.oercommons.org/editor/images/29370</a>		<b>CONTENT</b>  <p>How you dress and how you answer questions (and ask!) during the interview process are critical to convey your superior positioning to fulfill the expectations outlined in the job posting. The final touch, though, is to show the interviewer(s) your interpersonal skills and your emotional intelligence.</p> <p>Employers are looking for candidates with the business acumen to fulfill the daily work requirements, but the other daily requirements of a job that are more understated and not something clearly expressed in a resume are the people skills and soft skills that a candidate brings to the work environment.</p> <p>Even in a virtual working environment, interpersonal relationships are key to any company successes, and creating valuable lasting personal connections is a must. A solid way to convey your social competence is through your thank you follow up.</p>	

<b>Lesson</b>		Post-Interview Resources	
<b>BLOCK ID</b>	<b>6.3</b>	<b>BLOCK TYPE</b>	Text and Embeds
<b>NOTES</b>  <a href="https://www.youtube.com/watch?v=732No0T4-sU">https://www.youtube.com/watch?v=732No0T4-sU</a>  <a href="https://www.themuse.com/advice/how-following-up-can-help-you-land-the-job">https://www.themuse.com/advice/how-following-up-can-help-you-land-the-job</a>		<b>CONTENT</b>  <b>Discover More</b>  Review the resources below to learn more about interview follow ups.  <a href="#">Interviewing: Tips for Before, During and After a Job Interview</a>  <a href="#">How Following Up Can Help You Land the Job</a>	

# Section 7: Wrap Up

<b>Lesson</b>		Final Takeaways	
<b>BLOCK ID</b>	<b>7.1</b>	<b>BLOCK TYPE</b>	Image and Text
<b>NOTES</b>		<b>CONTENT</b>	
<p><a href="https://www.oercommons.org/editor/images/29371">https://www.oercommons.org/editor/images/29371</a></p>		<p>Now that you have prepped for the big day, take a moment to review these closing thoughts about the process as a whole. While building your foundation for success, it is important to see how each piece of the process is bringing out your best opportunities to showcase your skills.</p> <p>The series of steps outlined show you just how important it is to follow through with your whole self as you maneuver through the application and interviewing process. From on the onset of the application process, keep in mind that a prospective employer is looking for the whole candidate to fill their position - someone with the appropriate educational and/or professional experience, as well as someone who has the soft skills to relate with people, work in potential team environments and contribute positively to achieving goals from the company perspective.</p> <p>As you pursue your next career move, know that you have many tools at your disposal to help you feel your best in this exciting endeavor.</p>	

# Quiz

<b>Lesson</b>		<b>QUIZ</b>	
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Quiz Introduction
<b>NOTES</b>  Start Quiz button located under text.		<b>CONTENT</b>  Ready to test your knowledge on what you learned? Click the Start Quiz button to begin.  There is no time limit and the quiz can be completed as many times as necessary to achieve a passing grade. A 80% or better is required in order to receive credit/passing grade for the quiz.	

<b>Lesson</b>		QUIZ - Question 1	
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q1
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 01/10  <b>Text</b> Identify All Phases of the Interview Process <ul style="list-style-type: none"><li>• Preparation</li><li>• What to Wear</li><li>• How to Present Your Best Self</li><li>• How to Follow Up</li><li>• How to Negotiate Your Salary</li><li>• What Not to Do</li></ul> <b>Answer</b> <ul style="list-style-type: none"><li>• Preparation</li><li>• What to Wear</li><li>• How to Present Your Best Self</li><li>• How to Follow Up</li></ul> <b>Feedback</b> The four phases of an interview process includes: Preparation, What to Wear, How to Present Your Best Self, and		

<b>Lesson</b>	QUIZ - Question 2		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q2
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 02/10  <b>Text</b>  Determine if this statement is true or false.  Always enter an interview with knowledge about the company.  <ul style="list-style-type: none"><li>• True</li><li>• False</li></ul> <b>Answer</b> True  <b>Feedback</b> Always enter an interview with knowledge about the company.		



<b>Lesson</b>	QUIZ - Question 3		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q3
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 03/10  <b>Text</b>  Determine if this statement is true or false.  Prior experience has a 25% chance of influencing the decision to hire.  <ul style="list-style-type: none"><li>• True</li><li>• False</li></ul> <b>Answer</b> False  <b>Feedback</b> Prior experience has a 55% chance of influencing the decision.		

<b>Lesson</b>	QUIZ - Question 4		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q4
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 04/10  <b>Text</b>  Business Casual vs. Business Formal Matching  <ul style="list-style-type: none"><li>● Business Casual</li><li>● Business Formal</li> <li>● Dress pants with a button-down shirt/pencil skirt/ dress pants with a blouse/cardigan</li><li>● Matching pants or skirt suit (often a dark color) with a button-down shirt/tie or a blouse</li></ul> <b>Answer</b> <ul style="list-style-type: none"><li>● Business Casual - Dress pants with a button-down shirt/pencil skirt/ dress pants with a blouse/cardigan</li><li>● Business Formal - Matching pants or skirt suit (often a dark color) with a button-down shirt/tie or a blouse</li></ul> <b>Feedback</b>		

<b>Lesson</b>	QUIZ - Question 5		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q5
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 05/10  <b>Text</b>  Determine if this statement is true or false.  Recruiters do not use social media to research candidates.  <ul style="list-style-type: none"><li>• True</li><li>• False</li></ul> <b>Answer</b> False  <b>Feedback</b> Just like you're using social media to find out about someone, so are your recruiters looking you up to learn more about you outside your resume.		

<b>Lesson</b>	QUIZ - Question 6		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q6
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 06/10  <b>Text</b>  Identify Proper Body Language  <ul style="list-style-type: none"><li>● Sit Up Straight</li><li>● Slouch</li><li>● Direct Eye Contact</li><li>● Use Gestures</li><li>● Do Not Use Gestures</li><li>● Nod</li><li>● Lean In</li><li>● Lean Away</li></ul> <b>Answer</b> <ul style="list-style-type: none"><li>● Sit Up Straight</li><li>● Direct Eye Contact</li><li>● Use Gestures</li></ul>		

<b>Lesson</b>		QUIZ - Question 7	
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q7
<b>NOTES</b>		<b>CONTENT</b>	
		<b>Question</b> 07/10	
		<b>Text</b>	
		STAR Method Matching	
		<ul style="list-style-type: none"><li>● Situation</li><li>● Task</li><li>● Action</li><li>● Results</li></ul>	
		<ul style="list-style-type: none"><li>● Establish the scene while giving important details of the example.</li><li>● Describe your responsibilities in that situation.</li><li>● Explain the actions taken to address the situation.</li><li>● Share the outcomes your actions achieved.</li></ul>	
		<b>Answer</b>	
		<ul style="list-style-type: none"><li>● Situation - Establish the scene while giving important details of the example.</li></ul>	

<b>Lesson</b>	QUIZ - Question 8		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q8
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 08/10  <b>Text</b>  Determine if this statement is true or false.  Sending a follow up note is not needed when interviews are virtual.  <ul style="list-style-type: none"><li>• True</li><li>• False</li></ul> <b>Answer</b> False  <b>Feedback</b> Even in a virtual working environment, interpersonal relationships are key to any company successes, and creating valuable lasting personal connections is a must. A solid way to convey your social competence is		

<b>Lesson</b>		QUIZ - Question 9	
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q9
<b>NOTES</b>	<b>CONTENT</b>		
	<b>Question</b> 09/10		
	<b>Text</b>		
	Identify Types of Experience to Include		
	<ul style="list-style-type: none"><li>• Education</li><li>• Work</li><li>• Hobbies</li><li>• Training</li><li>• Salary Expectations</li><li>• References</li></ul>		
	<b>Answer</b>		
	<ul style="list-style-type: none"><li>• Education</li><li>• Work</li><li>• Training</li></ul>		

<b>Lesson</b>	QUIZ - Question 10		
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	Q10
<b>NOTES</b>	<b>CONTENT</b>  <b>Question</b> 10/10  <b>Text</b>  Determine if this statement is true or false.  According to the Twin Group, 75% of interviewers think that a candidate can be eliminated for the position due to the way they dressed, acted or walked through the door.  <ul style="list-style-type: none"><li>• True</li><li>• False</li></ul> <b>Answer</b> True  <b>Feedback</b> According to the Twin Group, 75% of interviewers think that a candidate can be eliminated for the position due		



# Reference

<b>Lesson</b>		Reference	
<b>BLOCK ID</b>		<b>BLOCK TYPE</b>	
<b>NOTES</b>		<b>CONTENT</b>	
		<p><i>n.d.</i>. Open Educational Resources Commons. <i>Interview Process Training</i>. Public Domain. Retrieved from <a href="https://www.oercommons.org/courseware/lesson/73087/overview">https://www.oercommons.org/courseware/lesson/73087/overview</a></p>	