



Job Hunter Exam

For the true/false section, you answered 15 out of 24 questions correctly.

1. Having your resume updated or completely developed is the first order of business when you begin your job search or career campaign.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

Updating or developing your resume actually is pretty far down the line on things to do when you are beginning a job search or career campaign. The first thing you need to do is lay out a plan or a strategy. The first step in any well-organized strategy is to define an objective. An objective will help you answer questions such as "what do I really want to do?" "where do I want to do it?" "do I have the skills, experience, personality to do this?". When those questions are answered you are on your way to defining true career goals. Goals are like roadmaps, you can use them to guide you to your final destination and to help you know how close you are getting. And, if you make a wrong turn somewhere along the way they can help get you back on track. An objective allows you to feel that you are in control, that you are making choices, not simply reacting to situations created by other people.

2. Most job searches take about thirty days.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

Many professionals in the field use the formula one month of job search for every \$10,000.00 in annual earnings. In many respects it depends entirely on the level of salary and responsibility you are seeking, and of course the economy can play a role also. Entry level jobs usually have a higher turnover and therefore will fill sooner. Mid to upper level positions will take longer and frankly, you should not expect to be looking less than four months.

3. Interviewing is the least complicated and most easily accomplished part of a job search or career campaign.

YOUR ANSWER: False

CORRECT ANSWER: True

CAREER TIP:

Make no mistake, the interview is not casual conversation, it is a buy-sell situation. A prepared candidate will be ready for the various components of an interview and from that perspective the question is true. Being prepared means more than just getting dressed up and answering questions well. Interview preparation includes researching the company, solid research that will allow you to carefully consider whether or not this company provides the type of environment that you want to work in. Research will provide the basis for the questions you want to ask. Remember that an interview is an exchange, therefore you have a right and a responsibility to be prepared with questions of your own. In some cases interviewers have said they learn more about a candidate from their questions than they do from their answers.

Above all else an interview is a performance. How well you perform may depend on how well you practice. If need be practice in front of a video camera. Watch yourself for body language, irregular facial expressions, grooming, posture. When you go into the interview make sure your clothing fits well, don't carry awkward or bunglesome articles in with you. Ladies leave your purses behind if at all possible. A flat notebook and good quality writing instrument are all you need. Never take a drink or something to eat into the interview.

There are numerous books available on interviewing, read a couple. Be familiar with the different types of interviews and certainly the different interview styles and techniques used by companies.

Most importantly don't be afraid to speak accurately and completely about your achievements. If you have done it - be prepared to tell when, how well, and the results of your efforts.

4. Questions regarding your personal life, family, or children are illegal and you should avoid any discussion of these issues in an interview.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

It's true that these questions are illegal, but if you were hiring a key employee wouldn't you be interested in how he or she manages their personal life? You don't have to answer but you can volunteer the information. If you volunteer the information you are in control of what you say and do not have to go any further than you feel comfortable. If there are areas you want to leave untouched, you can do so.

Remember that compatibility is a large part of the hiring process, talking about your life in a positive way can make you seem more real - more personable, than staying strictly to discussion of your skills and experience. Speaking about yourself in a personal way is also a good platform in which to demonstrate such character strengths as flexibility, tenacity, dependability, and your overall attitude toward people.

5. Classified advertisements should be considered part of a job search or career campaign, but one should not rely on them or place them as a priority search method.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

Especially in today's market there are simply too many people responding to ads.

Any major newspaper or publication will receive as many as 500 responses to a single ad for an open position. Responses include passive job seekers, those who are just experimenting, and unqualified resumes, in fact the major portion of the responses will be from job seekers who are unqualified to perform the skills exactly as outlined in the advertisement.

Employers will often not mention who they are in the ad in order to protect themselves from phone calls and from the need to respond to every resume they receive. Additionally, many companies use the classified job advertisement as proof of their ability to meet Equal Opportunity Standards.

When you bet your job search and future on resume submission to an advertised position you are taking a huge gamble.

You have heard the term "hidden job market", this refers to a job search strategy of getting to sources outside the usual channels such as classified advertisements and should be a part of any well planned career campaign.

6. Recent federal regulations have not rendered the reference check inappropriate and having good references readily available is still part of a well planned search.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

Personal references may be more valuable in today's work environment because of the limitations governing what a former employer can say or not say. But don't neglect this part of your strategy. Personal references in the form of previous co-workers can be informed of what you are doing, what you hope to accomplish and why. They are better able to discuss how you performed in the workplace, how you interacted with others and any other questions the new employer may be interested in. You should always, first have permission from the reference, then spend some time with them going over the specifics of what you would like them to focus on when speaking about you. Make sure they know what your answers are to questions such as why you left your last position. Never suggest that they be deceptive or embellish your attributes in any way - this could turn a good reference into a poor one. Always let the reference know when someone might be calling them.

Be aware of the reference policy of your former employers, it is appropriate to ask this question when leaving. Most companies have very specific policies, mostly designed to be fair and to avoid litigation from former employees, who may be disgruntled.

When you get the job, thank your references.



7. Make sure that you do not leave any of your employment history out of your resume.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

Most professionals will tell you that if it was part time or less than six months, it is ok to leave it off of your resume. Be careful however, to not ignore important experience that may be relevant to the current job you are seeking. Internships, summer jobs, temporary positions can all be left off the resume.

For job seekers with longer histories, its appropriate to go back only 10 years. This makes your history more current and avoids any prejudice about your age on the part of the resume screener.

8. An interview is a buy-sell meeting straight and simple, it is up to the candidate to convince, and persuade the potential employer that he or she can help the company meet its goals and objectives.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

It is your job as the candidate or job seeker to let the potential employer know how you can solve problems, save time, save money, and make money for the company. It is up to you to manage the interview in such a way that you convey or communicate the correct information to the interviewer. In many cases the interviewer will simply not ask the right questions, questions on whose answers you can demonstrate your fit for the position. In this case you have to be prepared to get the job done. When practicing ask yourself these questions - write your answers down, it will help you remember them.

- Why do you want to change jobs?
- What are your long range goals?
- When would you be available to start
- What is your salary requirement?
- Would you consider less money?
- What have you accomplished with your career?
- Tell me about your family
- Tell me about your present company.
- What kind of leader are you?
- How would you describe yourself as a contributor in the workplace?
- Tell me about yourself
- What are your professional strengths? Your professional weaknesses?
- Describe your present supervisor.
- What are you looking for at this time?
- Whom can I talk to about your on the job performance?
- Are you open to relocation?.

The following information is generally what the employer is looking for when asking the above questions:

- Will this person take responsibility for his/her actions?
- Can this applicant do the job?
- Can he/she manage people?
- How does he/she relate to people?
- What kind of person is this?
- Does this person have leadership ability/skills?
- Is this person a decision maker?
- What strengths does he/she have that we need?
- Why has he/she changed jobs in the past?
- What are the applicant's contributions to previous companies?
- Is this person compatible with us?
- Should we offer this applicant a job?

Remember that an interviewer will make decisions based on his or her own perspective. Additionally remember that the employer is interested in getting his or her job done, you are being hired to assist in some way in the process. Simply - it's about them, not you.

9. "Networking" means calling up all of the people you know and asking them if they have, or know of any positions available.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

There are two types of networking sometimes referred to as the scientific, and the unscientific or the formal and informal. But it is never calling up anyone, known to you or not and asking them for a job. People hate to be placed in the position to say no - so don't do it.

Networking is asking for assistance and information. Networking is marketing.

10. Never answer any questions regarding how you spend your off work time because this will just give the interviewer negative information in order not to hire you.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

Asking you questions about how you spend time when you are not working are very important and the answer you give could make or break the interview. Remember that any interviewer has a right to ask questions regarding your character and behavior. After all the interviewer is considering bringing you into an organization and charging you with a great deal of responsibility.

Practice how you are going to address these issues prior to any interview. If you meet your friends for happy hour at a local pub five nights a week you probably don't want to mention this in an interview. Its ok and does not necessarily indicated any type of negative habits or behaviors BUT it could. Rather than take the risk, tell the interview about the positive things you do that can reflect positively not only on you, but the company as well. Following is a list of items that you can use to expand your dialogue about you personal time.

- Community Service Activities
- Charitable Organization Activities
- Community Sporting events that participate in
- Sporting Events that you participate in with your children
- Special Hobbies such as gardening, building models (trains, airplanes, boats etc)
- Remodeling, redecorating
- Gourmet Cooking
- Artistic Endeavors

Remember that the message you want to convey is that you are an intelligent interesting person who will be an asset to the company in every aspect, all the time.

11. The first fifteen minutes of the interview are critical because that is when the hiring decision is generally made.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

First Impressions are important, but it is a commonly held myth that they cannot be changed. They can and often do. It is impossible to make a quality decision about a person in fifteen minutes and a good interviewer knows it. That's the reason that most interviewers will want to meet people more than one time, and some as many as four or five times (depending on the responsibility level). It takes time to get a really good understanding of skill levels, personality, management style etc., so be on your toes, never let your guard down and get comfortable, every interview is as important as the last.

12. Make an effort to keep your unemployed status to yourself, mostly to avoid embarrassment that may reflect negatively on your job search.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

If you are feeling "embarrassed" about being out of work consider first that those feelings are most likely self-imposed. In the reality of today's market, there are a thousand reasons that any one could be out of work - none of it reflecting negatively on the person, their performance or character. So get over that and consider this; people will be curious why you are unemployed and there could be some die-hards that hang on to the old thinking that if you are out of work you somehow did something to deserve it. We are back to planning and strategizing - prepare your answer, matter-of-factly without ever criticizing former employers, supervisors or co-workers. Address the issue right up front when asked why you left your last employment - if not asked, leave it alone.



13. Always list references on your resume. Make sure that you list professional references first and character references last.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

References are always confidential, therefore you cannot include them on your resume. It is most practical to create an addendum to your resume. It should bear the same letterhead and information as your resume and be on identical stationary. It should include both professional and character references. The time and place to use it is when, and only when, an employer is either offering you a position or asks you for references.

Remember that you should have permission to list a person as a reference and then you should notify each of them to be expecting a call and from whom. You should coach each of your references briefly for each specific situation. As an example " Mr. Jones, from ABC Company will be calling you within the next two weeks, he will be particularly interested in how well I was able to interact with executives at corporate level, I was thinking that you could use my experience with DEF Company. If you remember I was very successful in working with their CEO and Accounting Staff while they went through their IPO".

14. You should set aside about 20 - 30 hours per week to be dedicated to your job search.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

Finding a job should be treated exactly the same in terms of time allotted to having a job. In other words, Job search is a full time job. To the extent that you adopt this attitude you will notice rewards in progress, reduced frustration and ultimately the position. Treating job search as full time employment includes getting up, dressing appropriately, having a schedule of "to do" items for the day; making follow up calls; implementing your networking strategy; marketing your resume; sending follow up correspondence or thank you letters, and planning the next day's activities. If you are answering the phone at home, make sure that you have a professional message on your recording service. - no little voices, silly sayings or smart aleck responses such as "you know what to do, do it".

Make sure that all of your housemates including children know how to answer the phone appropriately and take messages correctly. Have a phone in a location away from household noise and confusion that you can answer when called in any way relating to your job search. Make sure that you have pen and paper available in that same location, and even have some notes reminding you of all the points about yourself that you would like to make.



15. Your chances of finding employment are better when you are employed than when you are unemployed.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

Often when people become dissatisfied or disillusioned with their current employment, they will feel that they must terminate in order to conduct a job search. Certainly there is advantage to having more time to conduct a job search, but there are many more distinct advantages to seeking employment while you are still employed. Primarily you are not under financial pressure and have the luxury of being just as selective as you want to be. If an interviewer has any negative notions toward unemployed candidates you certainly avoid that pitfall, and there is always the possibility that things will get better at your current position. The disadvantages are, of course, that your current employer could find out that you are looking and have a negative attitude towards it.

Time is probably the biggest disadvantage, job search is a job and you are now going to have two of them so you have to manage your time accordingly. You may have to take advantage of less proactive job search methods and therefore your search could take much longer.

16. In spite of everything it is better to remain unemployed than to risk taking a job that you are overqualified for.

YOUR ANSWER: False

CORRECT ANSWER: True

CAREER TIP:

When you accept a position for which you are overqualified you are taking a gigantic risk with your career progression. Being underemployed is the largest cause of dissatisfaction in the workplace and unfortunately leads to unhappy consequences, usually to the dissatisfied worker. Everything can be affected for the long term by this kind of mistake, certainly references can be a problem any time there is an unhappy ending. Interview language becomes a challenge in explaining why you left that position, and if you have to put it on your resume it can stir up suspicion if you did not stay long.



17. Most interviewers will thoroughly read the resume in advance of the interview and some will even check with references prior to the first interviews.

YOUR ANSWER: False

CORRECT ANSWER: False

CAREER TIP:

The problem with interviews is that the interviewer is rarely prepared, either by having thoroughly read the resume or by training and experience. Your preparation is the only constant you can rely on. Typically an interviewer will rely on HR, scan the resume briefly once, and briefly again just before the interview.

Rarely if ever will anyone call your references before you give them permission to do so since this would constitute a serious breach of confidentiality. Make no mistake it is up to you to manage the information exchange in an interview to your own best advantage. You need to be prepared with solid research about the company, questions that will let them know you are intelligent, informed and interested. And you need to close the interview with a good solid follow up question regarding what the next step is. Don't be fooled or lulled by casual or spirited conversation between you and the interviewer - this may make you feel good but it won't get you the job.

18. When you go into an interview you should be prepared with a work related amusing story just in case the interviewer is ill at ease and you have to break the ice.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

Establishing rapport is extremely important, but use issues that are completely safe such as the weather, or local events, anything else and you risk an unintended offense. An interview is no place for your sense of humor.



19. Make sure that you do your homework before the interview and learn as much about the company as you can, it is always inappropriate to ask the interviewer what the company does or to tell you about the company.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

Asking an interviewer what the company does is the quickest way to fail an interview. Think about it - what kind of a person seeks a position he or she knows nothing about? You might say "accounting is accounting" or "engineering is engineering" but that is simply not true. You will be unable to convince any interviewer that you are sincerely interested in any position if you have not even taken the time to find out what the company does. Today almost every company has an internet website, within minutes you can have a general idea. Not doing so demonstrates a lack of sophistication, disinterest, and even worse, traits such as laziness.

20. An extra copy of your resume, a calendar, a good writing instrument, writing tablet and an envelope style portfolio are the only items an interviewee should carry into an interview.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

You want to be prepared to take notes, provide a second copy of your resume if needed, and record a second interview or other important date if need be; other than being able to perform those functions, anything else can make you look awkward and disorganized. Ladies your purse can be a huge liability if it spills or causes you to look unprepared. Keys should be put safely and far away so that they cannot fall out or rattle around. Always turn cell phones or pagers off, it doesn't matter what kind of call you are expecting.



21. Whether or not an offer is made depends entirely on what is said in the interview.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

Not everyone is an absolute master of language or performance. If job offers depended on what is said in an interview very few would ever be made. The interviewer knows that the candidate will be nervous and may forget important issues, or fail to communicate clearly. That's one of the reasons why we have second interviews, and why references can be important - but most importantly your ability to get the job done is the deciding factor. It helps and is very important to be able to sell yourself well, but in the end you must be able to perform the tasks.

22. Your personality and character are the primary areas of interest when asked to talk about you in an interview.

YOUR ANSWER: True

CORRECT ANSWER: False

CAREER TIP:

When an interviewer asks you an open ended question and gives you an opportunity to talk about yourself, he or she really wants to know some essential things. Primarily they want to know why they should hire you over the other candidates, they want to know what you are looking for and how well qualified you are to perform the tasks and lastly they may be interested in you personally. You should always assume in the first interview that they are interested only in professional issues. You should have a script prepared for this occasion, it should be no longer than 60 seconds and it should cover all your strengths, your particular professional interest in their company, some very brief personal information and end with the question "is there anything else you would be interested in knowing."



23. True job security or cradle to grave employment is a thing of the past.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

You, your marketable skills, experience, education and personality are the only security you really have in today's work world. This seems to be the age of merger and acquisition, downsizings, layoffs, and businesses going under. Make sure that you are always prepared with an updated resume, your job search skills are finally tuned, and you are at the top of your game in your industry. Continuing education gets more important every day. Keep your network active, and your self confidence healthy. Make sure that you always know what your options are and where they are.

24. It is not the company that hires you; it is someone within that company that hires you to help meet the company's objective.

YOUR ANSWER: True

CORRECT ANSWER: True

CAREER TIP:

In a job search, this is the most important truth that you can grasp. Once you get this you will have no trouble understanding that you need to develop a plan, a strategy and then you have to work diligently in implementing your plan. Even the interview makes more sense when you think about it in this light. After all you are not a job seeker, but a professional with a service to sell, and therefore it takes a person to make a buying decision. This realization will make your personal network command the respect in your job search that it demands, and it will convince you that marketing yourself and networking must be on-going even when you are employed. You will know that your resume alone won't sell you. You will have to sell yourself to another human being.