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* If prompted for a password, use the password that was emailed to you.

PG-1-5-1-1 Means PG **SEMESTER 1 **CLASS 5** **TOPIC 1** EXERCISE 1

WORKBOOK FOR PERSONAL GROWTH SEMESTER #1 & CLASS #5 (ALSO CALLED PG-1-5***)

3 TOPICS COVERED IN THIS LESSON: (Brief Recaps in Brackets. Click the text to jump to the page in this workbook where we cover the Topics).

- 1** [PG-1-5-1: HOW TO KNOW THE NEXT QUESTION THEY WILL ASK YOU IN MEETINGS/INTERVIEWS & READING BODY LANGUAGE](#) (Keep your answers short and finish the answer with a brief mention / teaser of something intriguing that they can ask you next. Don't over sell.)
- 2** [PG-1-5-2: PRACTICING ANSWERING VERY TOUGH QUESTIONS \(AND MY HUMBLE THOUGHTS ON HOW\)](#) (These are easy to answer if you practice a lot. I provide many examples of how to answer them.)
- 3** [PG-1-5-3: ADDITIONAL \[FINAL\] CRUCIAL STRATEGIES TO ADDRESS IN INTERVIEWS](#) (Miscellaneous final strategies to use when interviewing.)

Please have this workbook open during the PG-1-5*** lecture and fill in the blanks or answer the questions in this workbook when Chris asks you to do so during the live lesson (or during the replay of the live lesson). The homework for all lessons is always listed on the last page.

If you are watching a live version of this lesson, please let Chris explain the concepts and then we will have many opportunities for live Q&A when he mentions: "*Does Anyone Have Any Questions?*" You can also ask Chris questions about the concepts taught in this class during his weekly *For MBA Degree Program Students Only Weekly Q&A Webcast*, which is available at the following [link](#) using the password that was emailed to you.

Please note that after the class is finished, Chris will direct you where to go online in order to take a quiz based on the concepts taught in PG-1-5. If you can't watch this class live, then Chris' team will have an edited [replay](#) of the lesson online within one day after this class has ended.

TOPIC 1 OF 3: PG-1-5-1: How to Know the Next Question they Will Ask You in Meetings/Interviews + Reading Body Language

Optional: Type your notes for Topic #1 in this box:

Optional: How can you apply what you have learned about Topic #1 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #1. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #1. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #1, please look at the first page of this document to see what he will discuss in Topic #2 and Topic #3 (in case your question will be addressed during Topic #2 and Topic #3). Thanks:

EXERCISE PG-1-5-1-1: Answering Questions the Preemptive & Logical/Strategic Way

Please create 5 answers to questions that interviewers might ask you and then consider their follow up question and answer their follow up question.

For example:

Interviewer's Question: *"Why did you attend X university?"*

Your Initial Answer: *"Because it has the best liberal arts program out of all of the universities that I visited."*

The Interviewer's Follow Up Question: *"What other universities did you visit?"*

Your Follow Up Answer: *"I also visited X and Y universities and I felt that..."*

The 5 questions start on the next page.

Workbook for PG-1-5 (Semester #1 and Class #5 for Personal Growth)

Interviewer's Question #1:

Your Initial Answer to Question #1:

The Interviewer's Follow Up Question:

Your Follow Up Answer:



Workbook for PG-1-5 (Semester #1 and Class #5 for Personal Growth)

Interviewer's Question #2:

Your Initial Answer to Question #2:

The Interviewer's Follow Up Question:

Your Follow Up Answer:

Interviewer's Question #3:

Your Initial Answer to Question #3:

The Interviewer's Follow Up Question:

Your Follow Up Answer:

Interviewer's Question #4:

Your Initial Answer to Question #4:

The Interviewer's Follow Up Question:

Your Follow Up Answer:

Interviewer's Question #5:

Your Initial Answer to Question #5:

The Interviewer's Follow Up Question:

Your Follow Up Answer:



TOPIC 2 OF 3: PG-1-5-2: Practicing Answering Very Tough Questions (and My Humble Thoughts on How)

Optional: Type your notes for Topic #2 in this box:

Optional: How can you apply what you have learned about Topic #2 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question(s) below that you want to ask Chris on the live webcast about Topic #2. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #2. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Before asking the question about Topic #2, please look at the first page of this document to see what he will discuss in Topic #3 (in case your question will be addressed during Topic #3). Thanks:

EXERCISE PG-1-5-2-1: Answering these Tough Questions

Question #1: Why Do You Want to Leave Your Current Company?

Question #2: I Don't Think You Are Qualified for this Job. Convince Me That You Are.

Question # 3: Why Were You Fired? [if applicable]

Question #4: What is Your Weakness?

Workbook for PG-1-5 (Semester #1 and Class #5 for Personal Growth)

Question #5: What is Your Strength?

Question #6: Tell Me About Yourself.

Question #7: Do You Have Something on Your Record We Should Know About?

Question #8: How Much Does a 747 Weigh?

Question #9: Why Are Construction Hole Covers Round?

Workbook for PG-1-5 (Semester #1 and Class #5 for Personal Growth)

Question #10: You Own a Parking Lot and Your Competitor Across the Street Just Cut their Price by 50%. You Can't Cut Your Price. What Would You Do to Remain Competitive?

Question #11: What is Your Biggest Failure?

Question #12: How Do You Exceed Client Expectations?

Question #13: Are there Visa Issues If You Get the Job?

Question #14: I Am Not Fond of Where You Are From [I can't believe that jerk asked me this question! You don't have to bother responding to this one...just be ready if you have a hostile interviewer, who is likely putting on an act to see how you respond under pressure.]

Question #15: What is Your #1 Investment Idea. No I Mean Your #2 Best Idea....No I Mean Your #3 Best Idea?

TOPIC 3 OF 3: PG-1-5-3: Additional [Final] Crucial Strategies to Address in Interviews

Optional: Type your notes for Topic #3 in this box:

Optional: How can you apply what you have learned about Topic #3 today to enhance your career (or to make you happier and more successful in general)?

Optional: Type a question below that you want to ask Chris on the live webcast about Topic #3. If you are watching the live webcast of this lesson, after Chris finishes discussing each Topic, he will say “Does anyone have any questions about Topic #3. At that point you can copy and paste the text that you type below into the YouTube message box to ask him a question. If you are not on the live webcast, you can also ask him your questions during the [MBA Only Students Office Hours Webcast](#) (use the password that was emailed to you). Thanks:

CHECKLIST FOR THE MORNING OF THE INTERVIEW:

Make sure that during the morning of the interview that you complete most of the following tasks (please watch the videos in this section before completing this exercise):

Get into a peak mental state by:

Listening to inspirational music.

Eating breakfast that does not leave you tired (non-greasy).

Don't consume too much caffeine.

Meditate for 10 minutes with deep slow breathing and think about a time in your life when you were so confident and happy and in a perfect state (I want you to maintain this state throughout the day of the interview).

Say a prayer if you want to [as God already knows what is going to happen – this should stop you from worrying about anything at all]!

Be grateful for 10 things in your life right now.

Think of how much your friends and family love you and want you to do well and enjoy the interviews meetings.

Research any news that might be relevant that morning pertaining to the company you will be interviewing with (in case they ask you) by accessing the following sources:

Do a Google search on the company name [search news releases in Google].

Read the Twitter feed of the company you will be interviewing with.

Go to the company's website to see if they posted a new news release item(s).

Go to CNN.com/BBC.com, etc. and quickly see what the top news items are [for casual conversation ideas with one of the people interviewing you]. Also go to the most popular news site of the city/region/country that you are based in.

If you are interviewing for a finance job, read the highlights from the Wall Street Journal and Financial Times. If you are interviewing for a job in another industry, then read news sites that morning that are relevant to the company you are interviewing with.

Other / miscellaneous preparation ideas:

Set 2 alarms to wake you up (and if you are at a hotel, ask for 2 wakeup calls).

If you have never been to the location of the company that you will be meeting at, go the day before so you know how long it takes you to get there (I know this seems like a bit much but I have done everything you see in this section for all of my interviews that I have gotten the job offer for). I have to quote my father by saying “don’t ever take a shortcut that you have never taken before when you are in a hurry!”

Order a taxi well in advance of the interview or drive or take public transportation so you arrive 1 hour early (don’t go into the company’s office until 5 minutes before the interview).

Please see the Workbook for PG-1-3 and make sure that you packed all of the items mentioned in that workbook and please don’t forget your ID as many buildings have security desks that request your ID.

If are not sure what the dress code is, overdress and then ask security on the main level what the dress code is and ditch the tie, jacket etc. if you want (have security watch it for you – they are usually very cool and happy to help you....remember to be very nice to all of the assistants too obviously).

WHAT TO DO IMMEDIATELY AFTER THE INTERVIEW CHECKLIST

Make sure to complete the following items immediately after your interview (in the order listed below). It's important to do this right away as there is a good chance that your interviewers won't submit their thoughts on you until the end of the day.....and if you get to them first with a thank you email then this might influence the feedback that they provide their Human Resources department about you:

Send thank you emails to everyone that interviewed you. If you got business cards from only some of the people that interviewed you, then look at the email format and send emails to other people who didn't give you a business card. For example, if you got a business card from Arthur Jones and it was Arthur.Jones@CompanyName.com but not from someone named Bill Haddad, then try sending an email to Bill at: Bill.Haddad@CompanyName.com.

If the email to Bill bounces, then try: William.Haddad@CompanyName.com or Will.Haddad@CompanyName.com etc.

If all of the email addresses that you try don't work, then write a handwritten note and mail it that night (very nice personal touch that most people don't do unfortunately anymore...remember we are trying to stand out here and really connect with them).

The contents for all thank you emails can be like this example, but change them a little bit to customize for the person you met with (in case one interviewer forwards your thank you email to the team....you will look more authentic/sincere if you change up the thank you emails a bit). For example use the following formats:

Subject Line = Thanks. Message contents:

John,

Great meeting with you today; I enjoyed our conversation. Here is the article I mentioned in the meeting: www.samplewebsite123.com

Thanks a lot for your time,
Chris
www.YourLinkedInProfile123.com

Subject Line = Thank you. Message contents:

Steve,

It was great meeting with you today; thank you for your time. In terms of X topic that we discussed, my thoughts are X.

Thanks again,
Chris
www.YourLinkedInProfile123.com

Subject Line = Nice Meeting You. Message contents:

Sandra,

I enjoyed our conversation today. Here is the article I mentioned in the meeting:
www.samplewebsite123.com

Thanks a lot for your time,
Chris
www.YourLinkedInProfile123.com

Subject Line = Thanks for the Meeting. Message contents:

Mo,

Wonderful meeting with you today; I really enjoyed our conversation. In terms of the question that I said I would follow up on, here is the answer....X.

Many thanks and have a great weekend,
Chris
www.YourLinkedInProfile123.com

Please document as many things as you can recall about each interview you had in case you interview with other people later in the company (you can cite things you spoke about with other candidates....makes you look networked and proactive).

RESOURCES (OPTIONAL):

Before you leave your current company, send out an email to every business contact (and select friends & family members). BCC everyone on the email and be complementary and positive. Everyone has their own style, but here is one I used via email when I resigned to start my company and for my LinkedIn Update (we will discuss LinkedIn profiles soon):

Email Subject Line: Moving On + New Contact Details and Passion :)

Email Contents:

Dear Friends,

I am writing to let you know about my exciting new venture capital firm. First of all, I want to thank my family at X [X = the company you are resigning from] for their unconditional love, support and friendship over the past few years. My new email address is x@gmail.com .

I am following my passion, which is education/tech/charity as I really think that all problems in the world can be solved using education and technology. As such, I am launching Haroun Education Ventures to help students “dream bigger with a passion to learn, earn and return with no limits.”

I am humbled to say that my board is composed of the following people that share my passion for embracing education and technology to solve all problems:

Gus Hunt, former CTO of the CIA.

Jawad Nabulsi who started the Arab spring and is the quintessential human rights activist.

Franklin Urteaga who worked in the White House where he started the successful ‘computers for all in underprivileged schools’ initiative.

Brenda Ibanescu, founder of Providing Opportunities for Women.

David, Ali, Ali and Lilika from www.LEMOfoundation.org which provides scholarships and tutoring for students in East Palo Alto, where the high school graduation rate is only 40%.

Manoj Govindan who is a senior executive at Wells Fargo and shares our passion for education; Manoj is very much involved in mentoring and helping students to realize their full potential.

Sharon Kedar, CFO of Sands Capital and best-selling author and mentor to many.

Again I want to thank my family at X. If you need to reach anyone at X, please contact X at email address x@x.com

Thanks :)
Chris

Chris Haroun
www.linkedin.com/in/charoun

HOW TO RESPOND TO A REJECTION VIA EMAIL

Your best contacts in business might very well be people that you interviewed with that (for whatever reason) did not offer you the job. Here is how I have responded in the past and this has helped my career big time as the people I interviewed with are huge investors or partners of mine:

Rejection Email Subject Line: Thanks

Email Contents:

John,

I just wanted to say that I really enjoyed meeting with you and your colleagues. If I can be resourceful to you in any way, please let me know.

Thanks and have a great weekend,
Chris

Chris Haroun
www.linkedin.com/in/charoun

Congratulations!!!! You are now better prepared than literally anyone that has ever interviewed at the company you will be interviewing with (VERY TRUE – especially with the completed templates). This should give you the confidence to enjoy and do exceptionally well in your interview!

HOMEWORK

After this lecture, please complete the quiz associated with this lecture at this [link](#)* within one week of the day that you took this lecture. Thanks

* If you can't see the quiz link, please refresh the link an hour after class has been completed thanks.