

INTERVIEW FOR A JOB: ASSESSMENT ACTIVITY

Choose the best answer from the possible choices for the following questions:

1. Which of the following should you do to prepare for your job interview:
 - a. prepare answers to possible interview questions
 - b. research the company/industry
 - c. bring resumes and references with you
 - d. all of the above

2. What is the most appropriate attire to wear to an interview?
 - a. jeans and tee shirt
 - b. tuxedo
 - c. formal suit

3. When does your interview start?
 - a. When the first question is asked
 - b. When you enter the interview room
 - c. When you greet the receptionist

4. What should your attire for the interview include?
 - a. heavy perfume
 - b. flashy jewelry
 - c. heavy makeup
 - d. a conservative dress

5. When asked about your current work or previous job you should:
 - a. tell them about the lousy working conditions
 - b. talk about the people you don't like at the job
 - c. tell them how you were challenged but you had outgrown the opportunities for advancement
 - d. tell them why your supervisor is incompetent

6. How early should you arrive before an interview?
 - a. 1 hour
 - b. 10 minutes
 - c. 1 minute
 - d. 30 minutes

7. You should do which of the following to locate job openings to apply for:
 - a. read the want ads in the local papers
 - b. cold call businesses you would like to work for
 - c. network with people you meet
 - d. post your resume to on-line job search board
 - e. all of the above

8. You should prepare to answer the following questions which may come up during an interview:
 - a. Where do you see yourself in five years? Ten years?
 - b. Why do you want to work for our company?
 - c. Is the moon made of cheese?
 - d. a. and b.

9. Which of the following should you do before you leave the interview:
 - a. ask about the next step in the hiring process
 - b. volunteer to leave references
 - c. thank the interviewers for their time and consideration
 - d. all of the above

10. Why should you get the names of all of the interviewers:
 - a. so you can hound them until they give you the job
 - b. so you can invite them to your next party
 - c. so you can write a follow up letter thanking them for considering you for the position