

INTERVIEWING QUIZ (25pts)

Name _____

KEY

Fill in the blank: (1pt each)

- 1) In the **Before the Interview** phase, you pick out your interview outfit, find out directions to the business and research the business.
- 2) In the **Follow up** phase you send a thank you note, and call the interviewer back at the planned time.
- 3) In the **closing** phase you remember to do your call-back close technique.
- 4) In the **beginning the interview** phase, you shake hands with the interviewer and form a relationship by finding things around the room.
- 5) In the **interviewing** phase you must be comfortable answering the top ten questions, know your adaptive skills and try not to be nervous.

Short Answer (2pts)

- 6) When do you negotiate your salary?
After you have been told you have the job
- 7) What do you say in your “call-back close”?
“I may have questions later, when is a good time to call you back?”
- 8) What should you bring with you to an interview?
Resume, paperwork, notepad, good attitude, good appearance (any 2)
- 9) When asked the question “How much money do you expect to be paid?”, what should your response be?
Within the RANGE of salary or \$10-\$12, or the average pay for the position. (any 1)
- 10) When you first enter the office, what should you do to form a relationship with the interviewer?
Shake hands, find something in the room to compliment interviewer about.

Listing

11) List 2 of the top 10 interview questions (2pts each answer)

1. See top 10 question handout

2.

12) List 4 of your adaptive skills (1 pt each)

1. ANY skills such as listener, hard worker, enthusiastic, prompt, skilled, outgoing, etc

Essay (2pts)

13) Describe a good handshake:

MAIN POINTS – EYE CONTACT, FIRM, 2 PUMPS, INTRODUCE SELF, HAND NOT SWEATY (any 2)