

Interviewing Skills Assessment

Name:

1. Which of the following is an example of an open-ended question?
 - a. Do you know how to use a computer?
 - b. Have you ever been convicted of a misdemeanor or felony?
 - c. Why do you believe you are qualified for this job?
 - d. Do you get along well with people?

2. When called to enter the interviewer's office, you should . . .
 - a. Enter and greet the interviewer with a smile.
 - b. Call the interviewer by his/her first name.
 - c. Don't act too eager for work.
 - d. Relax and calm your nerves by sitting down before you introduce yourself.

3. The interviewer will ask about your goals to . . .
 - a. Find out if you will use the company's educational opportunities.
 - b. Determine your commitment to a future with the company.
 - c. Detect mistakes in your vocabulary.
 - d. Find out if you are going to try to replace him/her.

4. When applying for a job, your clothing should be . . .
 - a. Clean and pressed.
 - b. Sporty and casual.
 - c. More expensive than the interviewer's.
 - d. New and fashionable.

5. Which does not show a positive attitude during an interview?
 - a. Inappropriate dress.
 - b. Asking questions about job duties.
 - c. Using non-verbal communication.
 - d. Asking questions about salary.

6. Paul is interviewing for a job he's never done before. If he's asked why he is qualified, what should he say?
 - a. Because I've done this before.
 - b. I'm really not, but I need a job.
 - c. I'm a very dependable person.
 - d. Because I can do just about anything.

7. Showing up on time for an interview shows the interviewer that you . . .
 - a. Are desperate for the job.
 - b. Are not an independent thinker.
 - c. Are likely to be a dependable worker.
 - d. Know how to tell time.

8. What would you look for in a person interviewing for a sales clerk position?
 - a. A quiet person who looked away when spoken to.
 - b. A person who fidgeted with his/her ring when interviewed.
 - c. A person who interrupted the conversation with jokes.
 - d. A person who initiated questions and responded in moderation.

9. Which of the following is most true about communication in an interview?
 - a. Your appearance and body language are as important as what you know.
 - b. Your experience will make up for any mistakes you make in appearance and actions.
 - c. People who wear inappropriate clothes show their self-confidence.
 - d. Employers will always hire the person who answered the questions best.

10. Jack's voice was high pitched and he talked fast during his interview. What was he communicating to the interviewer?
 - a. He was confident in his abilities.
 - b. He was showing his importance.
 - c. He lacked confidence in himself.
 - d. He was a busy person.

11. When applying and interviewing for a job, which is most important?
 - a. Females should wear high heels/males should wear dress shoes.
 - b. New clothing.
 - c. A conservative and clean appearance.
 - d. Clothing that highlights your best features.

12. Karen is applying for an office receptionist position. What should she wear to her interview?
 - a. Jeans.
 - b. A dress or skirt and blouse.
 - c. A coordinating shorts set.
 - d. A fancy cocktail dress.

13. Why does an interviewer judge you by your appearance?
 - a. Most people are superficial and judgmental.
 - b. People hire those who dress uniquely and show their individuality.
 - c. The cost of your clothes reflects your potential for success.
 - d. The care you take in your dress and grooming implies the care you take in your work.

14. An interview is an opportunity to . . .
 - a. Meet the person who is hiring
 - b. Explain more about yourself, your personality, and your qualifications.
 - c. Learn more about the job, the company, and some of the people already working there.
 - d. All of the above.

15. If a prospective employer provides you with information about the company prior to your interview, you should . . .
 - a. Throw it away like junk mail.
 - b. Briefly skim through it to catch key “buzzwords” or topics.
 - c. Read it, study it, and formulate questions to ask the interviewer about it.
 - d. None of the above.

16. What should you do if the interviewer asks you an illegal or improper question?
 - a. Refuse to answer the question.
 - b. Get angry and storm out of the interview.
 - c. Answer the question as honestly as you can, without divulging any information that you feel may hurt your chances of being offered the position.
 - d. None of the above.

17. It is important to follow up a job interview within 24 hours by
 - a. Calling the interviewer and asking if you got the job.
 - b. Doing nothing.
 - c. Writing a thank you letter to your interviewer, thanking them for their time and reminding them of your interest in the company and the position.
 - d. None of the above.

18. Describe the appropriate way to greet an interviewer.

19. List at least 2 qualities that employers are looking for in a prospective employee when they are being interviewed.

20. List 3 nonverbal behaviors that are critical when making a first impression.