

## INTERVIEWING QUIZ (25pts)

Name \_\_\_\_\_

Fill in the blank: (1pt each)

- 1) In the \_\_\_\_\_ phase, you pick out your interview outfit, find out directions to the business and research the business.
- 2) In the \_\_\_\_\_ phase you send a thank you note, and call the interviewer back at the planned time.
- 3) In the \_\_\_\_\_ phase you remember to do your call-back close technique.
- 4) In the \_\_\_\_\_ phase, you shake hands with the interviewer and form a relationship by finding things around the room.
- 5) In the \_\_\_\_\_ 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?
- 7) What do you say in your “call-back close”?
- 8) What should you bring with you to an interview?
- 9) When asked the question “How much money do you expect to be paid?”, what should your response be?
- 10) When you first enter the office, what should you do to form a relationship with the interviewer?

### Listing

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

1.

2.

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

1.

2.

3.

4.

### Essay (2pts)

13) Describe a good handshake: