

Assessment

Preparing for Your Interview

First Edition

The objectives of this book are:

- To explain the parameters of the interview situation
- To present interview techniques
- To demonstrate appropriate interview questions

■ CRISP_{series}

Disclaimer: This assessment was written to test the reader on the content of the book. The publisher and author shall have neither liability nor responsibility to any person with respect to any loss or damage caused or alleged to be caused directly or indirectly by the assessment contained herein.

Assessment Questions for Preparing for Your Interview, First Edition

Select the best response.

1. The most detailed and in-depth interview is the:
 - A. Screening interview
 - B. Selection interview
 - C. Group interview
 - D. Exploratory interview

2. A series of interviews with various people are:
 - A. Screening interviews
 - B. Group interviews
 - C. Serial interviews
 - D. Exploratory interviews

3. Doing research on a company prior to an interview:
 - A. Is not necessary
 - B. Is usually difficult
 - C. Can impress the interviewer
 - D. All of the above

4. Research sources for company information include:
 - A. Newspapers and magazines
 - B. Annual reports
 - C. Employees and former employees
 - D. All of the above

5. In setting up an interview, you should do all but one of the following. Which one?
 - A. Ensure you have several hours available
 - B. Assume they have your resume and leave your copy at home
 - C. Confirm the appointment 8 hours in advance
 - D. Ask for parking instructions and directions to the office, if needed

6. Your answers to an interviewer should be direct, focused, and succinct, which means:
 - A. Answer with a simple “yes” or “no”
 - B. If you are asked about college, give major and interests
 - C. Define your responsibility with an example
 - D. A and B
 - E. B and C

7. You can explain negative situations best by:
 - A. Giving details and avoiding your emotions
 - B. Concentrating on your employer’s point of view

8. An interviewer who remains silent after you say something is probably:
 - A. Trying to see if you will become nervous
 - B. Confused about what to ask next
 - C. Thinking about what you just said

9. If you want a particular job so much that you’re willing to take a cut in pay, a good solution would be to do any of the following *except*:
 - A. Ask for extra vacation time
 - B. Negotiate a bonus system
 - C. Inflate your salary history
 - D. Ask for comp days in exchange for overtime
 - E. Negotiate for overtime pay

10. In evaluating company benefits, you should:
 - A. Have a clear picture of your lifestyle needs and priorities
 - B. Expect all benefits to be paid by the company
 - C. Focus only on major medical benefits for you

11. Most large companies now will:
 - A. Offer information about why an employee was terminated
 - B. Not reveal why a person is no longer employed

12. An interviewer may collect data on:
- A. Marital status
 - B. Nationality or race
 - C. Medical conditions
 - D. All of the above
 - E. None of the above
13. Nepotism is no longer common in the job world.
- A. True
 - B. False
14. You should ask questions about the organization:
- A. Always
 - B. Only if you have concerns that have not been addressed
15. If your interviewer is your potential boss and your personalities don't mesh, you may:
- A. Not receive a fair evaluation
 - B. Know to avoid an unpleasant working situation
 - C. Both of the above
16. When listing prior work experience, you should not include volunteer or unpaid work.
- A. True
 - B. False
17. A thank you letter for an interview is necessary, regardless of the outcome.
- A. True
 - B. False
18. An interviewer may ask:
- A. What religious holidays do you observe?
 - B. When were you born?
 - C. Have you received Worker's Compensation?
 - D. Any of the above
 - E. None of the above

19. It is acceptable for you to ask:
- A. Who will handle reviews and evaluations
 - B. If there is compensation for overtime hours
 - C. If the job description can be expanded with time
 - D. Any of the above
 - E. None of the above
20. If you are turned down for a position, you should demand to know why.
- A. True
 - B. False
21. When asked to complete an application form, you should:
- A. Ask if it's necessary since you brought a resume
 - B. Ignore the request and explain your reasoning to the interviewer
 - C. Fill in all the requested information
 - D. None of the above
22. Prospective employers prefer references from:
- A. Professional associates
 - B. Personal friends
 - C. Relatives
 - D. All of the above
23. Most interviewers will rely on reference letters to accurately reflect your work performance.
- A. True
 - B. False
24. The Age Discrimination Act protects all individuals:
- A. Over the age of 21
 - B. Over the age of 50
 - C. Between the ages of 40 and 70
 - D. Under the age of 65

25. An employee paid on an hourly basis is a(n):
- A. Exempt employee
 - B. Non-exempt employee

**Answer Key for
Preparing for Your Interview, First Edition**

Recommended response (Corresponding workbook page)

1. B (4)	6. E (16)	11. B (33)	16. B (52)	21. C (15)
2. C (8)	7. A (20)	12. E (37)	17. A (55)	22. A (34)
3. C (9)	8. C (26)	13. B (41)	18. E (38)	23. B (36)
4. D (9)	9. C (30)	14. A (43)	19. D (44)	24. C (61)
5. B (13)	10. A (32)	15. C (47)	20. B (56)	25. B (61)