

Assessment

Job Search That Works

First Edition

The objectives of this book are:

- To explain the components of a winning job search
- To explain the cover letter, resume, and application
- To discuss the interview and follow-up

■ CRISP_{series}

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Assessment Questions for Job Search That Works, First Edition

Select the best response.

1. Approximately, what percent of all jobs filled never get advertised?
 - A. 10 percent
 - B. 30 percent
 - C. 50 percent
 - D. 80 percent

2. If you are starting a job search without contacts, your best approach is to:
 - A. Select one or two likely companies to work on
 - B. Make approaches to as many as 50 companies
 - C. Depend on reading the help wanted ads
 - D. Look for a job in your own neighborhood

3. If you don't like your present job, you should:
 - A. Forget about it in listing your skills
 - B. List only those skills you wouldn't mind using
 - C. Attempt to find something totally different
 - D. Realize it's the best job possibility for you

4. If you want a job in a field new to you, you should:
 - A. Count on your personality to get you through an interview
 - B. Learn as much as possible about the field
 - C. Realize that such a job will be unlikely
 - D. Count on your ability rather than learning about the field

5. If you ask for an informational interview, you:
 - A. Are not behaving appropriately
 - B. Should expect it to lead to an interview
 - C. Will make your job search easier
 - D. Should expect to be refused

6. In the first few seconds in a call to an employer, you should:
 - A. Identify yourself
 - B. State your skills and past successes
 - C. Show attitudes that would be important to the employer
 - D. All of the above
 - E. A and C

7. Your private time while job seeking should involve:
 - A. Positive thinking
 - B. Going over your weaknesses
 - C. Committing yourself to your goal
 - D. All of the above
 - E. A and C

8. A cover letter to your resume should:
 - A. Be of interest to the reader
 - B. Be not more than one page
 - C. Show the results of your skills
 - D. All of the above
 - E. A and B

9. If you have no experience, in your cover letter you should:
 - A. Show your skills and attitudes
 - B. Emphasize why you would be a valuable employee
 - C. Say you know you can learn to do anything
 - D. All of the above
 - E. A and B

10. The author suggests that in your resume you should:
 - A. Give contact information for references
 - B. Say that you can provide references

11. Permission should be obtained from people before giving their names as references.
 - A. True
 - B. False

12. When filling out an application, you should:
- A. Use a detailed fact sheet about your work history
 - B. Say see attached resume to make the job easier
 - C. Print if your writing is not very good
 - D. All of the above
 - E. A and C
13. If you need a job desperately, you should write anything under job desired.
- A. True
 - B. False
14. JAN refers to Job Accommodation Network and is:
- A. A headhunting agency
 - B. A system for placing individuals who have technical training
 - C. A network that aids disabled people
 - D. For all who need to know where they might fit in
15. Successful job search requires aggressively making contacts.
- A. True
 - B. False
16. To find businesses, you should:
- A. Use the Yellow Pages
 - B. Contact people you know
 - C. Use the library
 - D. Visit the Chamber of Commerce
 - E. All of the above
17. The one purpose of a phone call to a decision-maker is to:
- A. Find out if there are openings
 - B. Ask if you can send your resume
 - C. Arrange an interview
 - D. Find out if they are accepting applications

18. In a job search, organizing an employer contact sheet is essential.
- A. True
 - B. False
19. When you have been granted an interview, you:
- A. Can relax and build up your self-confidence
 - B. Should evaluate how your skills and attitudes fit the job
 - C. Trust to your personal charm to get you through
 - D. Learn everything you can about the company
 - E. B and D
20. The first impression you make depends upon your:
- A. Suitable clothing
 - B. Posture
 - C. Initial greeting
 - D. Grooming
 - E. All of the above
21. If the employer does not explain the results you are expected to produce, you should:
- A. Ask
 - B. Just accept the fact
22. In an interview, you should avoid:
- A. Listening instead of talking
 - B. Slang
 - C. Shoulds and ought tos
 - D. All of the above
 - E. B and C
23. You should ask about the wage, benefits, and sick time at the end of the interview but before the job is offered.
- A. True
 - B. False

24. Once an interview is over, you should:
- A. Write down exactly what happened
 - B. Send a thank-you note right away
 - C. Make a follow-up contact
 - D. All of the above
25. After an interview that appears to have been successful, you should:
- A. Stop your job search until you hear results
 - B. Maintain your job search

Answer Key for Job Search That Works, First Edition

Recommended response (Corresponding workbook page)

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|-----------|------------|------------|------------|-------------|
| 1. D (6) | 6. D (23) | 11. A (49) | 16. E (61) | 21. A (89) |
| 2. B (58) | 7. E (26) | 12. E (47) | 17. C (65) | 22. E (90) |
| 3. B (43) | 8. D (33) | 13. B (49) | 18. A (69) | 23. B (93) |
| 4. B (16) | 9. E (35) | 14. C (51) | 19. E (77) | 24. D (99) |
| 5. C (18) | 10. B (36) | 15. A (55) | 20. E (79) | 25. B (101) |