

Assessment

Preparing for the Behavior-Based Interview

First Edition

The objectives of this book are:

- To offer insight on how to get noticed *before* the interview
- To offer tips for interview preparation
- To provide coaching on how to respond to interview questions
- To explain how to ask questions that will increase your potential for job offers
- To describe follow-up techniques that will enhance the interviewer's interest in you



Assessment Questions for *Preparing for the Behavior-Based Interview, First Edition*

Select the best response.

1. During a job interview, you should not express your ambition to move up in the company.
 - A. True
 - B. False

2. It is acceptable to use extremely tight spacing and narrow margins to prevent your résumé from spilling over to an additional page.
 - A. True
 - B. False

3. If an interviewer asks you a theoretical “What if...” question, you should respond in a way that demonstrates:
 - A. Your rational, logical thought process
 - B. Your ability to be a team player
 - C. Your internal motivation and sense of satisfaction
 - D. A and B
 - E. B and C

4. To demonstrate your commitment to customers during a job interview, you should describe:
 - A. A situation where you satisfied a previously upset customer
 - B. Your customer service philosophy
 - C. Your efforts to improve customer service at your previous position
 - D. All of the above
 - E. A and C

5. On your résumé, you should list your past jobs in chronological order (starting with the most recent).
 - A. True
 - B. False

6. Which of the following impacts the initial impression you make with a potential employer?
 - A. Your cover letter and résumé
 - B. How thoroughly you have investigated the company
 - C. How well you understand the job description
 - D. All of the above
 - E. A and C

7. If you have interviewed successfully for a job in the past, there's no need to rehearse for an upcoming interview.
 - A. True
 - B. False

8. If asked to give an example of your time management skills, you should:
 - A. Describe how you prioritize projects to ensure timely completion
 - B. Describe a project that was late and how your efforts brought it back under control
 - C. Describe how you and your staff worked evenings and weekends for two months to meet a deadline
 - D. All of the above
 - E. A and B

9. A few days after your job interview, you should always call the interviewer to reiterate your interest in the position.
 - A. True
 - B. False

10. When meeting with an interviewer for the first time, you can develop a positive rapport by:
 - A. Asking the interviewer about his or her family
 - B. Keeping focused on the interviewer at all times; making constant eye contact
 - C. Showing a friendly and cordial demeanor
 - D. Sitting as close to the interviewer as possible
11. During a job interview, the applicant should do most (about 80%) of the talking.
 - A. True
 - B. False
12. A good cover letter:
 - A. Emphasizes how your background meets the employer's advertised requirements
 - B. Points out special accomplishments
 - C. Asks for an interview
 - D. All of the above
 - E. A and B
13. You should never wear a suit to a job interview where the company promotes casual dress.
 - A. True
 - B. False
14. On a résumé, you should always include the date when you graduated from college or other schooling.
 - A. True
 - B. False
15. The interview question "How well did you get along with your last supervisor?" is designed to get information about your:
 - A. Motivation
 - B. Energy
 - C. Relationships
 - D. Ambition

16. Your résumé should never be more than one page long.
- A. True
 - B. False
17. If you want to communicate your leadership abilities to an interviewer, you should describe yourself as:
- A. Tenacious
 - B. Willing to work with others
 - C. Willing to challenge the status quo
 - D. All of the above
 - E. A and C
18. Asking questions of a potential employer at the end of an interview helps to demonstrate your interest in the company.
- A. True
 - B. False
19. The “career objective” portion of a résumé is intended to:
- A. Catch the reader’s attention
 - B. Suggest why you are applying for the position
 - C. Explain, in one or two paragraphs, why you are qualified for the position
 - D. All of the above
 - E. A and B
20. During an interview, employers are generally trying to:
- A. Gauge your skills and abilities in relation to the essential job requirements
 - B. Determine your level of interest in the position
 - C. Look at your history and how it applies to the organization’s current and future plans
 - D. All of the above
 - E. A and C
21. The spelling, punctuation, and grammar used in your cover letter and résumé do not really matter unless you are applying for a job that requires a great deal of writing.
- A. True
 - B. False

22. “What kind of work do you really like to do?” is an example of what kind of question?
- A. Motivation
 - B. Technical
 - C. Theoretical
 - D. A and B
 - E. A and C
23. To emphasize major points in writing, use bullets that begin with a passive verb.
- A. True
 - B. False
24. Using a “positive twist” when describing negative situations helps to demonstrate your willingness to:
- A. Implement ideas other than your own
 - B. Be a team player
 - C. Lie when necessary
 - D. All of the above
 - E. A and B
25. Which of the following discussion points could help you to demonstrate your risk-taking ability?
- A. Describing a new technology and how you adapted it to your work
 - B. Describing a situation where you were rewarded for taking a risk
 - C. Describing a situation where you were not supported, but took the risk anyway
 - D. All of the above
 - E. A and B

Answer Key for***Preparing for the Behavior-Based Interview, First Edition******Recommended response (Corresponding workbook page)***

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|-----------|------------|---------------|------------|---------------|
| 1. B (47) | 6. D (11) | 11. A (41) | 16. B (26) | 21. B (17) |
| 2. B (26) | 7. B (45) | 12. D (18) | 17. D (59) | 22. E (48-49) |
| 3. A (50) | 8. E (57) | 13. B (37) | 18. A (71) | 23. B (30) |
| 4. D (67) | 9. B (72) | 14. B (29) | 19. E (27) | 24. E (56) |
| 5. A (29) | 10. C (39) | 15. C (48-49) | 20. D (5) | 25. D (58) |