



Name _____ Class _____ Date _____

1 An interviewer should **introduce** himself/herself to the person being interviewed.

True or false?

- A true
- B false



2 At the beginning of an interview, the **purpose** for the interview should be _____.

- A erased
- B restated
- C deleted
- D omitted

3 During an **interview**, it is most important to be _____.

- A aggressive
- B intelligent
- C fast
- D polite

4 In order to **remember** information from an interview, interviewers may take notes.

True or false?

- A true



5



PREVIEW

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7

- A hobbies
- B skill level
- C religion
- D accomplishments

- A exit interview
- B panel interview
- C good interview
- D performance interview

9 Which one of the following questions should you **not** ask the **interviewer**?

- A What does your company do?
- B What do you like about working here?
- C Would you like a list of references?
- D How does one advance in your company?

10 At the **conclusion** of an interview, the interviewer should _____.

- A ask more questions
- B give away his/her notes
- C leave right away
- D thank the person being interviewed



ANSWER KEY

An interviewer should **introduce** himself/herself to the person being interviewed.

True or false?



- A true
- B false

(a)

At the beginning of an interview, the **purpose for the interview** should be _____.

- A erased
- B restated
- C deleted
- D omitted

(b)

During an **interview**, it is most important to be _____.

- A aggressive
- B intelligent
- C fast
- D polite

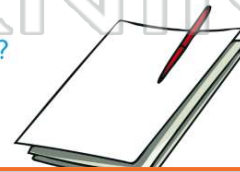
(d)

In order to **remember information** from an interview, interviewers may take notes.

True or false?

- A true
- B false

(a)



PREVIEW

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Which one of the following questions should you **not** ask the **interviewer**?

- A What does your company do?
- B What do you like about working here?
- C Would you like a list of references?
- D How does one advance in your company?

(a)

At the **conclusion of an interview**, the interviewer should _____.

- A ask more questions
- B give away his/her notes
- C leave right away
- D thank the person being interviewed

(d)