

Name: _____

Date: _____

PREPARING FOR A JOB INTERVIEW
Career Planning Quiz (25 points)

I. Fill in the blank

Conversational	Stress Situation
Application	Analytical
Behavioral	Job
Employer	Case or Situational
Benefits	Field
Four	Six

1. This type of interview is typically an assessment of past performances; interviewers' main goals are to analyze past behavior to try to predict future performances.

2. It is important to research the _____ so you are familiar with what the organization does and get a sense of what they might seek in an employee.
3. One of the goals for this type of interview is to evaluate how well the interviewee can work and communicate under pressure. _____
4. You should research the _____ so you can talk about trends and techniques at your interview.
5. This type of interview is typically a question-and-answer discussion, which last about an hour. _____
6. You should research the _____, team, and context by making contact and trying to get a sense of the specific job responsibilities, find out who you would report to, and analyze how success is evaluated and rewarded.
7. This type of interview is primarily used by management and consulting firms to determine how well a candidate fits in a field or job. _____
8. There are _____ different types of job interviews.

II. Multiple Choice/True and False

9. The goal of a job interview is:
 - A. To figure out if a position is right for you
 - B. To get a job
 - C. To provide potential employers a sense of why they should hire you
 - D. All of the above

10. To prepare for a job interview you:
 - A. Should research the company
 - B. Should dress comfortably
 - C. Should **not** bring anything with you (resume, cover letter, references, etc...)

11. A STAR answer means:
 - A. Smile, Talk, Answer, Remain calm
 - B. Situation, Task, Action, Results/resolution
 - C. Shake hands, Thank you, Ask questions, Resume

12. (True or False) When an interviewer asks "Tell me about yourself" you should tell them your whole life story.

13. (True or False) You should send a thank-you letter after being interviewed within 24-48 hours of the interview.

14. (True or False) It's ok to tell "little lies" during an interview to make yourself look better.

III. Short answers

15. List the five types of materials you would want to bring to a job interview as discussed in class. 5pts

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

16. List three reasons why you should research a job before your interview. 3pts

1. _____
2. _____
3. _____

17. List three examples of ways you can prepare and research for a job interview. 3pts

1. _____
2. _____
3. _____