



Interview Skills Assessment Answer Key

Name: _____ Date: _____

1. When providing references to potential employers, it's a good idea to:
 - A. make arrangements for references in advance.
 - B. only use close friends.
 - C. have a separate reference page available.
 - D. *Both "A" and "C."*

2. What can be done to investigate a company before an interview?
 - A. Ask a friend who work or has worked for the company.
 - B. Look for information about the company on the Internet or at the local library.
 - C. Check the local newspaper for past articles about the company.
 - D. *All of the above.*

3. Which of the following is considered appropriate during a job interview?
 - A. Tell the interviewer you prefer they use your resume instead of completing the application.
 - B. Ask about the salary.
 - C. *Asking questions about the responsibilities of the job.*
 - D. Ask when you may call the interviewer to find out if you will be hired.



4. The “Greeting” and “Opening Conversation” are both steps in what interview phase?
 - A. Closing
 - B. Actual Interview
 - C. *Rapport Building*
 - D. Follow-up
5. During the first interview with an employer, you should initiate the discussion about how much the job pays.
 - A. True
 - B. *False*
6. During the _____ phase of a job interview process, your objective should be to build good feelings between you and the interviewer.
 - A. Closing
 - B. *Rapport Building*
 - C. Follow-up
 - D. Actual Interview
7. In order to leave a favorable impression at the close of a job interview, you should:
 - A. Indicate that you are the only logical choice for the position.
 - B. Shake the interviewer’s hand and make eye contact.
 - C. Express your interest in the position and indicate that you hope to hear from him or her soon.
 - D. Thank the interviewer for his or her time.
 - E. *Answers “B,” “C,” and “D.”*



8. Having a prepared resume means that you will never be asked to complete an employer's application.
 - A. True
 - B. *False*

9. Questions asked by the interviewer to help determine your skills and experience typically occur during what phase of the job interview process?
 - A. Closing
 - B. Follow-up
 - C. *Actual Interview*
 - D. Rapport Building

10. Employers are more impressed with resumes that:
 - A. are several pages in length.
 - B. show every detail about you.
 - C. *are clean brief and quickly show your job desires, skills, and employment history.*
 - D. None of the above.