

Interview QUIZ

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I. Quiz questions

These quiz questions are designed to test your knowledge of job interview basics. Being able to perform well on an interview is crucial to your job search success, as it is often the first and only impression you are able to make on the employer in-person. Keep in mind that this quiz only tests a limited number of interview topics. More comprehensive ways to measure your interview abilities include mock interviews and feedback from recruiters.

1. The interviewer says, "Tell me about yourself." Which of these is the best answer?
 - a) "I was born in Oregon and moved to the East Coast with my family when I was twelve. After graduating from high school, I attended college and worked a couple of part-time jobs."
 - b) "I enjoy helping people and this drives my desire to master the art of fundraising. I have been volunteering with American Red Cross for the past two years and have learned many useful skills about organizing fundraisers. I think my experiences have prepared me to be a great Fundraising Coordinator."
 - c) "I'm a pretty outgoing person with an open personality. I love meeting other people and visiting new places. One of my favorite things to do is spend time with friends. I also like to travel. Last summer, I took a trip to Europe with a couple of buddies. We had a great time."
2. You're asked a really difficult question. You don't know the answer off the top of your head, so you:
 - a) answer, "That's a tough question. I'm really not sure."
 - b) say the first thing that comes to mind.
 - c) take a deep breath and think of an answer while paraphrasing the question.
3. Which of the following is okay to do at an interview?
 - a) Ask the employer questions
 - b) Answer your cellphone
 - c) Be a few minutes late
4. You're asked what your biggest weakness is. How do you answer?
 - a) "I can sometimes be disorganized. I have been trying to become more organized by creating a calendar for myself and categorizing things in folders. So far, these methods seem to be working."
 - b) "Honestly, I don't really have one."
 - c) "I'm a perfectionist. As a result, I often work very hard, perhaps even too hard. I'm usually at the office for more hours than the average employee."
5. Which of these things should you bring to an interview?
 - a) Copies of your resume
 - b) A list of references

- c) Both a and b
6. How early should you arrive to the interview?
- a) 30 minutes
 - b) 10 minutes
 - c) 1 minute
7. Your interviewer asks you what you think about your previous boss. You didn't get along with your previous boss. You answer:
- a) "He was a good leader and really kept the team focused and on-task."
 - b) "He was alright, but we weren't that close."
 - c) "We didn't exactly get along because he made a lot of impossible demands and was constantly on the phone."
8. The secretary who greets you prior to your interview:
- a) is only being friendly because it's his job.
 - b) is the person you should go to if your interviewer is a few minutes late, if you need a cup of water, or if you think the room is too cold.
 - c) will probably be asked his opinion of you by the employer after you leave.
9. Which one of these things should you always try to do during an interview?
- a) Ask your interviewer(s) for their business card and/or contact information at the end.
 - b) Inquire about your salary.
 - c) Smile and nod at everything the interviewer says.
10. Thank-you notes are:
- a) not necessary to send.
 - b) necessary only if you think your interview went well.
 - c) something that should be sent within 48 hours of the interview.
11. Your interviewer asks you what your greatest strengths are. How do you respond?
- a) By listing five or ten qualities you think are your best ones.
 - b) Give two or three strengths and concrete examples of them.
 - c) Say all the qualities and requirements that were listed on the job description.
12. The purpose of an interview is:
- a) to match employees with the employer that best suits them, and vice versa.
 - b) for the job candidate to talk about his achievements.
 - c) for the employer to test the interviewee by asking tricky questions.
13. When you're asked what your longer term goals are, you say:
- a) "Develop my customer service skills by meeting with a more diverse range of clients and challenging myself to address a wider set of needs."
 - b) "I hope to one day become a manager."
 - c) "I'm not really sure, I haven't exactly thought about my goals."
14. Which of these is not a good reason for wanting to work for a company?

- a) Your vision aligns with the company's mission.
 - b) The location, salary, and benefits are all great.
 - c) You have skills that you think will contribute to the company's goals.
15. Which of these is an example of a good question to ask the interviewer?
- a) What is the average salary for somebody in my position?
 - b) What do you think is this company's greatest challenge in the near future?
 - c) What skills does this job require?
16. Other than your responses, you need to also pay close attention to:
- a) your body language.
 - b) your eye contact.
 - c) both a and b.
17. You think the employer might ask you for a list of references during the interview. Prior to the interview, you:
- a) let your references know that they might be contacted, but don't give them more details about the job.
 - b) let your references know that they might be contacted and tell them about the job you're seeking and why you're a good fit for it.
 - c) choose to not tell your references that they may be contacted.
18. What should you do research on before the interview?
- a) The company you're interviewing for.
 - b) The industry you hope to work in.
 - c) both a and b.
19. What's the safest thing to wear to an interview, if you cannot find out anything about the company's dress code?
- a) A suit.
 - b) A collared shirt and khakis.
 - c) A comfortable t-shirt and jeans.
20. When talking about your past experiences, you should:
- a) only mention things that occurred at work.
 - b) only mention your successes.
 - c) not be afraid to mention things that happened outside of work or failures as long as it provides a good answer to the question.

II. Quiz answers

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|------|-------|-------|-------|
| 1. b | 6. b | 11. b | 16. c |
| 2. c | 7. a | 12. a | 17. b |
| 3. a | 8. c | 13. a | 18. c |
| 4. a | 9. a | 14. b | 19. a |
| 5. c | 10. c | 15. b | 20. c |

III. Your results

1-12 correct	13-16 correct	17-18 correct	19-20 correct
<p>You still need some work on your interview skills! Check out "100 Job Search Tips," a document located in the Workforce1 Resource Library. There is a section devoted to interview tips. You can also visit one of our Workforce1 Career Centers, where you can attend a workshop on interview skills and receive career advisement. Visit the Workforce1 website for more information. Lastly, it might help to read some books with job search advice. Popular ones include <i>What Color is Your Parachute?</i> and <i>Knock'Em Dead</i>.</p>	<p>You need some brushing up on your interview skills and a bit more practice. Read "100 Job Search Tips," a document located in the Workforce1 Resource Library, which contains a section on interview advice. It's also important to commit these skills to memory through practice, so ask a friend or family member to conduct a mock interview with you. You can also visit one of our Workforce1 Career Centers to attend an interview workshop or have a practice interview with an Account Manager. You can also check out Workforce1's very own blog, which provides tips for people wishing to refine their job search techniques.</p>	<p>Good job! You know most of the basics of interviewing, but may not be familiar with some of the details. Hone your knowledge by reading some articles, blogs, and Twitter accounts that contain job search advice. www.bnet.com provides great articles and Andy Robinson's Twitter, AndyInNaples, gives lots of tips. Workforce1 has a blog of its own that caters to those seeking to improve their job search technique further. Lastly, practice! Find out about recruitment events at your nearest Workforce1 Career Center and develop your skills through real interviews.</p>	<p>Congratulations! Now that you know most of the basics of interviewing, keep refreshing your knowledge through magazines, books, Internet articles, and Workforce1's very own blog. The next time you have an interview, be confident and know that you have the basic skills it takes to do well! Check out the calendar of events at a Workforce1 Career Center to find out about recruitment events where you can be screened and interviewed for a job.</p>

IV. Answer Explanations

1. The interviewer asks you, "Tell me about yourself." Which of these is the best answer?
 - a) "I was born in Oregon and moved to the East Coast with my family when I was twelve. After graduating from high school, I attended college and worked a couple of part-time jobs."
 - b) "I'm highly interested in helping others and have been able to do so through fundraising. I have been volunteering with American Red Cross for the past two years and have learned many useful skills about organizing fundraisers. I think my experiences have prepared me to be a great Fundraising Coordinator." **This is the correct answer. When the interviewer says, "Tell me about yourself," he is really saying, "Tell me why you would be the best fit for this job."** You want to link aspects of yourself and your experience to the job you are applying for. Avoid giving a summary of your life story or providing details that are irrelevant to the position.
 - c) "I'm a pretty outgoing person with an open personality. I love meeting other people and visiting new places. One of my favorite things to do is spend time with friends. I also like to travel. Last summer, I took a trip to Europe with a couple of buddies. We had a great time."
2. You're asked a really difficult question. You don't know the answer off the top of your head, so you:
 - a) answer, "That's a tough question. I'm really not sure."
 - b) say the first thing that comes to mind.
 - c) take a deep breath and think of an answer while paraphrasing the question. **This is the correct answer. It's okay to take a few seconds to think and paraphrasing the question buys you a bit more time. Skipping a question or blurting out whatever comes to mind leaves a bad impression on the interviewer.**
3. Which of the following is okay to do at an interview?
 - a) Ask your employer questions. **This is the correct answer. It's actually encouraged to ask your employer questions if you need clarification for an interview question or if you are wondering something about the company and/ or job. You should also have questions prepared for the end of the interview, when the interviewer asks if you have any questions for him. You should leave your cellphone off during an interview and arrive early, never late. If you suspect that you will be late, call your interviewer ahead of time to let him know.**
 - b) Answer your cellphone.
 - c) Be a few minutes late.
4. You're asked what your biggest weakness is. How do you answer?
 - a) "I can sometimes be disorganized. I have been trying to become more organized by creating a calendar for myself and categorizing things in folders. So far, these methods seem to be working." **This is the correct answer. This is a tricky question. One of the best ways to answer it is by stating a weakness that you are working to improve. This shows the employer you are working hard to correct your faults. It is unlikely that you don't**

have any weaknesses. Lastly, saying that you are a perfectionist and work too hard is a very common answer that not only sounds too rehearsed, but is probably also untrue.

b) "I don't have one."

c) "I'm a perfectionist. As a result, I often work very hard, perhaps even too hard. I'm usually at the office for more hours than the average employee."

5. Which of these things should you bring to an interview?

a) Copies of your resume

b) A list of references

c) Both a and b This is the correct answer. You should always bring copies of your resume in case the interviewer asks for a copy to refer to during the interview. You should also bring a list of references because the interviewer sometimes asks for this as well. Being prepared gives the employer a good impression and shows that you are highly interested in the position because you are taking the interview seriously.

6. How early should you arrive to the interview?

a) 30 minutes

b) 10 minutes This is the correct answer. Arriving 30 minutes prior to the interview is unnecessary, while arriving 1 minute might not give you enough time to get settled, fill out any necessary forms, etc. If you don't plan on arriving at least 10 minutes early, you risk being late due to any unforeseen circumstances.

c) 1 minute

7. Your interviewer asks you what you think about your previous boss. You didn't get along with your previous boss. You answer:

a) "He was a great leader and really kept the team focused and on-task." This is the correct answer. You should never speak negatively about a former employer, even if you'd be telling the truth. Try to pick a few things your boss did well and talk about them. If you did not get along with your boss at all, then you can stick to a more generic response, like the one in the answer above. Just remember to never imply something negative about a past boss, co-worker, or company!

b) "He was alright, but we weren't that close."

c) "We didn't exactly get along because he made a lot of impossible demands and was constantly on the phone."

8. The secretary who greets you prior to your interview:

a) is only being friendly because it's his job.

b) is the person you should go to if your interviewer is a few minutes late, if you need a cup of water, or if you think the room is too cold.

c) will probably be asked his opinion of you by the employer after you leave. This is the correct answer. Everyone you meet at the company is, essentially, an interviewer. Your interviewer might ask the receptionist, as well as other people you meet, to share how you behaved. Being respectful to the interviewer but not treating others with respect suggests that you are impolite and a poor team member. Don't appear disagreeable by demanding water or complaining about the room temperature.

9. Which one of these things should you always try to do during an interview?

- a) Ask your interviewer(s) for their business card and/or contact information at the end. This is the correct answer. Not only is this professional, obtaining the business card and/or contact information will allow you to send a follow-up email or note. A follow-up is both crucial to your job candidacy and a polite way to thank your interviewer. You should avoid talking about your salary, unless the interviewer brings it up. While it's a good idea to smile and appear happy, you shouldn't always be smiling and nodding to avoid seeming cheesy or fake.
- b) Inquire about your salary.
- c) Smile and nod at everything the interviewer says.

10. Thank-you notes are:

- a) not necessary to send.
- b) necessary only if you think your interview went well.
- c) something that should be sent within 48 hours of the interview. This is the correct answer. You should always send a thank-you note after the interview, no matter how you think you did. The best way to send a note is through email. Try to send one within 48 hours of the interview as a sign of politeness. You should mention a few details from your interview and reaffirm your interest in the position as well as why you are the best candidate. Lastly, remember to thank the interviewer for his time.

11. Your interviewer asks you what your greatest strengths are. How do you respond?

- a) By listing five or ten qualities you think are your best ones.
- b) Give two or three strengths and concrete examples of them. This is the correct answer. Stick with two or three strengths so your interviewer can actually remember what you say. It's important to expound on your strengths, and not simply list them, as this makes your answer concrete and memorable. Although it's a good idea to mention abilities that are necessary for the job, interviewers might recognize the job description if they hear you simply repeating it. This may give the impression that you aren't telling the truth or aren't putting a lot of thought into your answers.
- c) Say all the qualities and requirements that were listed on the job description.

12. The purpose of an interview is:

- a) match candidates with the employer that best suits them, and vice versa. This is the correct answer. The real purpose of an interview is for the employer to see which candidate is the best fit for the company. The candidate also needs to see if this is an employer he would like to work for. This is why both interviewer and interviewee need to ask each other questions. An interview isn't the time for candidates to simply talk about themselves. To find out if they would like to work for a certain employer, they should try to find out more about the employer as well. The interviewer's goal isn't to trick the candidate, even though some interview questions may be hard. The interviewer's goal is to find out what a candidate is like in person and find the best fit for the open position.
- b) for the potential employee to talk about their achievements.
- c) for the employer to test the interviewee by asking tricky questions.

13. When you're asked what your goals are, you say:

- a) "Develop my customer service skills by meeting with a more diverse range of clients and challenging myself to address a wider range of needs." This is the correct answer.

You should state a goal that is realistic and demonstrates that you are hoping to challenge yourself. Talk about a goal that is achievable through the job that you are applying for. Even if, deep inside, your real goal is to get a promotion, telling this to the interviewer would show a lack of interest to the position that is actually available. Not knowing your goals suggests to employers that you don't set any for yourself or don't know what you want.

b) "I hope to become a manager and then director."

c) "I'm not really sure, I haven't exactly thought about my goals."

14. Which of these is not a good reason for wanting to work for a company?

a) Your vision aligns with the company's mission.

b) The location, salary, and benefits are all great. This is the correct answer. Speaking about more "superficial" elements of the job, instead of aspects of the actual position and company itself, suggests you aren't very invested in the job you're applying for. Employers want to hear that you are interested in the work and have something to offer to the company. They know that the best employees are those that are motivated by a vision, as opposed to by money.

c) You have skills that you think will contribute to the company's goals.

15. Which of these is an example of a good question to ask the interviewer?

a) What is the average salary for somebody in my position?

b) What do you think is this company's greatest challenge in the near future? This is the correct answer. Asking what the company's greatest challenge is shows that you have done some research on the company's current situation and are interested in its future plans, plans that might impact you if you are hired. It shows you care about the company. You should avoid talking about your salary unless your interviewer mentions it. Doing so would suggest you are more concerned about how much you earn than the work itself. You also shouldn't ask what the job's requirements are, as you should already know by this time. After all, how are you supposed to convince the employer that you're the best fit for the job if you don't know what it takes to be the best fit?

c) What skills does this job require?

16. Other than your responses, you need to also pay close attention to:

a) your body language.

b) your eye contact.

c) both a and b. Both your body language and eye contact are crucial during an interview. Remember to keep your arms uncrossed and sit up straight. Make eye contact both when you're speaking and when you're being spoken to.

17. You think the employer might ask you for a list of references during the interview. Prior to the interview, you:

a) let your references know that they might be contacted, but don't give them more details about the job.

b) let your references know that they might be contacted and tell them about the job you're seeking and why you're a good fit for it. This is the correct answer. You should always notify your references if you give their contact information to an employer. Not only is this polite, it also gives your references time to prepare what they might say.

Giving your references details on the job and why you are a good match helps them answer questions the employer may ask. This isn't considered cheating. Rather, you're providing your reference with resources that will help them be a more informed advocate for you.

c) choose to not tell your references that they may be contacted.

18. What should you do research on before the interview?

a) The company you're interviewing for.

b) The industry you hope to work in.

c) both a and b. This is the correct answer. You should always research the company and the industry prior to the interview. Being well-informed in both shows you are interested in the job and are an expert in your field. The interviewer may ask questions about either of these topics. Similarly, incorporating your knowledge of the company and/ or the industry into answers shows you are up-to-date, resourceful, and would be prepared to take on the job.

19. What's the safest thing to wear to an interview, if you cannot find out anything about the company's dress code?

a) A suit. This is the correct answer. A suit is the safest choice because it's better to be overdressed than underdressed. For women, either a pants suit or dress suit would work. Dressing nicely shows that you are respectful towards the interviewer and the company. It demonstrates that you care about this interview and wish to make a good impression. A collared shirt and khakis are permissible if you know more about the company's environment and think a more laidback look would fit in well. Avoid wearing a t-shirt and jeans.

b) A collared shirt and khakis.

c) A comfortable t-shirt and jeans.

20. When talking about your past experiences, you should:

a) only mention things occurred at work.

b) only mention your successes.

c) not be afraid to mention things that happened outside of work or failures as long as it provides a good answer to the question. This is the correct answer. You should use examples that best answer the question. Sometimes employers want to know about problems you faced outside of work and which skills you used to solve them. Perhaps you had some experiences while volunteering or playing a sport that illustrate your qualities. There are other times when employers ask for your failures. Don't be afraid to talk about your mistakes, as long as you indicate what you learned from them and how you hope to improve in the future.