

Name _____

Interviewing Test

B 1. A conversation that is controlled but not dominated by one person who ask questions of another is called an _____.

- A. Interrogation B. Interview C. Application

A 2. The _____ is the person who asks the majority of the questions.

- A. Interviewer B. Interviewee C. Boss

C 3. The _____ is the person who generally answers the questions.

- A. Respondent B. Interviewer C. Interviewee

B 4. Which of the following would be appropriate attire for most interviews.

- A. Tuxedo B. Khaki pants and a button down shirt tucked in. C. Shorts & T-shirt

B 5. In this type of interview an interviewer gives information to an interviewee such as in a performance appraisal.

- A. Information-gathering B. Information-giving C. Employment

B 6. This type of interview involves the process that employers use to judge whether a job candidate is qualified and well suited for a position.

- A. Information-gathering B. Employment C. Information-giving

A 7. This type of interview is one in which and interviewer (such as a detective) obtains information from an interviewee.

- A. Information-gathering B. Information-giving C. Employment

B 8. This type of question leaves room for expanded answers.

- A. Closed B. Open-ended C. Follow-up

A 9.. "***Do you like fried green tomatoes?***" is an example of a _____ question.

- A. Closed B. Open-eneded C. Leading

A 10. A question that follows a train of thought is called a _____ question.

- A. Follow-up B. Leading C. Indirect

C 11. This is a question that hints at the answer.

- A. Hypothetical B. Follow-up C. Leading

C 12. "***Can you work Friday evenings?***" would be an example of a(n) _____ question.

- A. Opinion B. Indirect C. Direct

B 13. This type of question seeks specific information without directly asking for it.

- A. Hypothetical B. Indirect C. Opinion

A 14. Asking for a person's judgment about something would be a _____ question.

- A. Opinion B. Hypothetical C. Follow-up

A 15. Asking how a respondent might react in a given situation would be an example of a _____ question.

- A. Hypothetical B. Indirect C. Open-ended

16. What are two things you can do if an interviewer asks you an illegal question in an interview?

- a. Can just answer, note that it's illegal - but answer anyway, ask if it is appropriate
- b. Refuse to answer - but assure that it won't affect your work, redirect focus of the question ask how question relates to the job, refuse to answer, end interview and leave.

17. What can you do when you are confronted with a tough interview question?

Say interviewer's name slowly while you think, restate the question, address the issue, honestly say that you don't know.

18. What are two questions you (as an interviewee) might ask at the end of a job interview?

a. Any reasonable questions will be accepted.

b.

True/False

True

19. When conducting an interview, the interviewer should prepare questions ahead of time.

False

20. The interviewee controls the direction of an interview.

False

21. If recording an interview, the interviewer does not have to ask permission first.

True

22. In an interview, a subject should be alert for situations where they can bring up positive points about themselves.

False

23. An interviewer may ask a potential employee if they have ever been arrested.

True

24. An employer may ask if a person can provide proof of their right to work in the U.S.

True

25. Asking a person if they speak any languages other than English is a legal interview question.

True

26. An employer may ask a person's age if they are under the age of 18.

False

27. A minor can work as late as midnight but not earlier than 5 a.m. on a day that is before a school day.

True

28. A child under the age of fourteen can work in a theatre or television production.