

Name \_\_\_\_\_

## Interviewing Worksheet

*Chapter 9 - Section 1 (pages 273-281)*

### **Define the following terms:**

1. Interview:

2. Interviewer:

3. Interviewee:

4. Information-gathering interview:

Give an example of this type of interview:

5. Information-giving interview:

Give an example of this type of interview:

6. Employment interview:

### **Answer the following questions:**

7. Name three responsibilities of an interviewer:

8. Name three responsibilities of an interviewee:

9. Explain how your communication skills could be more important than your qualifications when interviewing for a job:

*Chapter 9 - Section 2 (pages 283-295)*

**Define the following terms:**

10. Open-ended question:

Give an example that is not in the book:

11. Closed question:

Give an example that is not in the book:

12. Opinion question:

Give an example that is not in the book:

13. Hypothetical question:

Give an example that is not in the book:

**Answer the following questions:**

14. What generally occurs in the opening of an interview?

15. Describe what happens in the body of an interview.

16. How should an interview end?

17. What should you do as a follow-up to your interview?

*Section 3 (pages 296-302)*

18. Give an example of appropriate dress and appearance for an interview.

19. What are the characteristics of appropriate demeanor (outside behavior) during an interview?

20. Name three things that employers may not ask about during an interview.