

Name _____

Interviewing Test

_____ 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

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

- A. Interviewer B. Interviewee C. Boss

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

- A. Respondent B. Interviewer C. Interviewee

_____ 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

_____ 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

_____ 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

_____ 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

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

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

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

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

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

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

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

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

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

- A. Opinion B. Indirect C. Direct

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

- A. Hypothetical B. Indirect C. Opinion

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

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

_____ 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.

b.

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

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

a.

b.

True/False

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

_____ 20. The interviewee controls the direction of an interview.

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

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

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

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

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

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

_____ 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.

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