

UNIT 5: MANAGING THE JOB INTERVIEW

TEST

1. **Please select the 3 R's you should always keep in mind before the interview**
 - a) Research, rehearse, relax**
 - b) Repeat, relax, research
 - c) Relate, respond, recall

2. **Fill in with the missing 3 words: “You want to appear as a well prepared candidate and one of the best ways to impress your interviewer is by showing that you are well informed concerning the, the You are seeking, and of course what you want to say about”**
 - a) Company, position, yourself**
 - b) Context, position, money
 - c) Customers, promotion, salary

3. **Which of the following will you not have to describe, if you decide to engage the interviewer in a success story to highlight your strengths?**
 - a) The situation
 - b) The task
 - c) The action
 - d) The photos**

4. **Review the sentence: *After an interview you should not lose your time with what questions you answered well and which responses need improvement in case of other interviews***
 - a) True
 - b) False**

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5. **Review the sentence:** *There are a variety of types of online job interviews, but the most typical is the interview via non imagery call.*
- a) True
 - b) False**
6. **Check the Correct option:** **When preparing for an interview you should**
- a) Be self confident**
 - b) Keep clear goals and negative thinking
 - c) Do not have great expectations to take a job
7. **Choose the wrong answer:** **Before an interview you should prepare your body by**
- a) Eating nutritionally
 - b) Having a good night's sleep
 - c) Consuming sugar, caffeine or alcohol in order to fill relaxed**
8. **Review the following question:** *You should never send a thank-you note after an interview, as they might think you are desperate*
- a) True
 - b) False**
9. **Please check which of the following is not part of the 6 Dos for a Successful Video Conferencing Job**
- a) Dress professionally
 - b) Don't care about nice pants and shoes**
 - c) Clear your workspace and any clutter that is behind you so it doesn't show up on the screen
 - d) Make sure you are in a quiet room where you will not be disturbed by people, pets, etc.

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- e) Have a piece of paper and pen ready so you are not scrambling to find them later.
- f) Have a copy of your resume in sight, in case you have to refer to dates
- g) Practice

10. Fill in the gap by choosing the correct word, considering the steps of rehearsing a video interview: Watch out your language, and attire.

- a) Interview questions
- b) A mirror
- c) Examples
- d) Body**