

Accounting II – Professionalism Pre-Assessment Quiz - Interviewing

Please answer the following TRUE (A) or FALSE (B) questions regarding interviewing.

1. Don't let an interviewer know that you don't know something. You don't want to come across as unintelligent. It's better to guess or just plain lie.
2. A firm handshake is a good handshake.
3. Before the interview, it is a good idea to arrive about 30 minutes early.
4. Your GPS will tell you exactly how to get to the interview, so there is no need to drive by the day before.
5. Face your interviewer and maintain eye contact.
6. Your interviewer should already have a copy of your resume, so no need to bring an extra copy. You don't want to overload them with clutter.
7. Hair should be clean and combed.
8. When dressing for an interview, men should always wear a suit and tie!
9. In an interview, being confident is a bad idea because you might come across as 'arrogant' or a 'jerk'.
10. Sit up straight.
11. Thank the person for the interview and their interest in you as a potential employee or student.
12. Shake hands firmly with all interviewers on the way out.
13. We're all very busy, so it's OK to answer cell-phone calls during the interview, and **not** turn off your cell phone. If you get a call, it just shows how busy and important you are.
14. When dressing for an interview, women should not wear excessive jewelry, make-up, or "big hair."
15. It's always a good idea to smile.
16. You need to know specifics about the compensation immediately, so discuss salary and benefits right away.

17. Since all of your info is on your resume, you don't really need to let your interviewer know about the skills, knowledge and experience that make you a qualified candidate. They already know and you will just bore them or make them feel dumb.
18. It is a good idea to research as much as you can about the company or college you are going to interview with.
19. Speak slowly, clearly and loud enough so you can easily be heard and understood.
20. Call the company or college one day after the interview to find out if they have made a decision.
21. It is possible to participate in a phone interview and not actually meet people in person.
22. Strong perfume and cologne is a great way to demonstrate confidence. The more the better!!
23. Be honest with all answers during an interview.
24. Since time is limited for interviewers, in most cases it is best to answer with just a "yes" or "no" only. This demonstrates you value their time.
25. A good way to calm down in an interview is to play with keys, loose change or a pen.
26. Show you are highly motivated and energetic.
27. If you don't understand the question, just start talking about what you think they mean. Never ask the interviewer to explain. You may appear foolish.
28. Silence is a killer during an interview. Be sure to answer any questions right away without any gap in conversation.
29. Interviewers can legally ask anything they want to know about you, including age, religion or race.
30. If the interview goes well, you can assume you will be offered the position.
31. Since honesty is the best policy, it's ok to emphasize your weaknesses if they are true.
32. Organize your thoughts before speaking.
33. At the end of the interview, make sure the interviewer knows how best to contact you and that you are available for any additional information that may be needed.
34. After you contact the company or college and discover they have not yet made a decision, find out when they expect to have a decision.

35. If you are offered a job during the interview, you should immediately accept it. If you wait, they might offer it to someone else.
36. If you feel the interview didn't go well, there is no need to send the interviewer a "thank-you" letter soon after the interview.
37. It's never a good idea to criticize former employers, co-workers, or school personnel.
38. Silence is a killer during an interview. Say anything to avoid awkward silence.
39. Eye contact is not necessary and really is just creepy.
40. When completing a phone interview, you can relax a little bit and take things easy, as your interviewer(s) are not sitting in the same room with you.
41. Greet the receptionist or assistant with courtesy and respect. This situation is where you make your first impression with the employer.
42. It's perfectly acceptable to chew gum during the interview.
43. Greet the interviewer(s) by title (Ms., Mr., Dr.) and last name if you are sure of the pronunciation. (If you're not sure, ask the receptionist about the pronunciation before going into the interview).
44. Wait until you are offered a chair before sitting.
45. A joke is a great way to cut any tension during the interview.
46. Avoid using poor language, slang, and pause words (such as "like," "uh," and "um").
47. If you are in a hurry, just skip brushing your teeth and using mouthwash, or having a breath mint before the interview.
48. It's really good to act as though you would take any job or are desperate for employment. This shows the interviewer you are willing to start work immediately.
49. It's great to show off the research you have done on the company and industry when responding to questions.
50. Don't bring up or discuss personal issues or family problems.