

## Accounting II – Professionalism Post-Assessment Quiz

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

1. Sit up straight.
2. A firm handshake is a good handshake.
3. Since time is limited for interviewers, in most cases it is best to answer with just a “yes” or “no.”
4. Face your interviewer and maintain eye contact.
5. Your interviewer should already have a copy of your resume, so no need to bring an extra copy.
6. Hair should be clean and combed.
7. Thank the person(s) for the interview and their interest in you as a potential employee or student. Shake hands firmly on the way out.
8. Organize your thoughts before speaking.
9. It’s always a good idea to smile.
10. 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 lie.
11. It is a good idea to research as much as you can about the company or college you are going to interview with.
12. Speak slowly, clearly and loud enough so you can easily be heard and understood.
13. Strong perfume and cologne is a great way to demonstrate confidence. The more the better!!
14. A good way to calm down in an interview is to play with keys, loose change or a pen.
15. Show you are highly motivated and energetic.
16. 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.
17. It’s never a good idea to criticize former employers, co-workers, or school personnel.
18. Silence is a killer during an interview. Be sure to answer any questions right away without any gap in conversation.

19. Since honesty is the best policy, it's ok to emphasize your weaknesses if they are true.
20. 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.
21. Be honest with all answers.
22. If you are offered a job during the interview, you do not have to give them an immediate answer. Ask for a day to think about it.
23. 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.
24. You need to know specifics about the compensation immediately, so discuss salary and benefits right away.
25. It is possible to participate in a phone interview and not actually meet people in person.