



## Interview Skills Quiz

1. \_\_\_\_\_ A person with the best job skills always gets the job.
2. \_\_\_\_\_ The less I know about the company I am interviewing with the better, so that the interviewer and I will have more things to discuss.
3. \_\_\_\_\_ If I have never had a job before, I have no skills or experience.
4. \_\_\_\_\_ If I have any weakness, I should make sure I tell all of them so that if I'm hired I won't be expected to do so much.
5. \_\_\_\_\_ I should base the way I dress on the type of place where I'm interviewing.
6. \_\_\_\_\_ I should be a few moments early for the interview.
7. \_\_\_\_\_ It is important to make a good impression on everyone I meet at the place I'm being interviewed.
8. \_\_\_\_\_ I should do most of the talking during the interview.
9. \_\_\_\_\_ I should ask how much I will be paid right away so I don't waste time talking about a job I may not want.
10. \_\_\_\_\_ I should find out what the next step is after the interview by asking a question such as, "It would really help me to know when you will be making your decision."

(answers can be found on backside)

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## Tips on Interviewing

### Preparing for an Interview

*Interviews can be stressful, so here are some tips to help make it easier:*

- Spend some time researching the company before the interview.
- Practice "Common Interview Questions".
- Arrive at least 10 minutes early and bring additional résumés, a pen and paper, etc.
- Dress in business professional. Clothing should be clean and conservative.
- Be friendly to everyone you meet.
- Be confident. Greet the employer with a strong handshake, look the interviewers in the eye, maintain good posture, and smile.
- Be enthusiastic and positive. You do not want to come across as stiff and hard to relate to. Do not talk negatively about your past employer or colleagues.
- Do not slouch. Sit up straight and do not cross your arms.
- Keep your answers to between 30 seconds and 2 minutes. Provide the employer with specific examples of what you have done and how they are transferable to the position in which you are applying.
- Always ask the employer questions at the end of the interview.
- Write a thank you note to each person with whom you interviewed within 48 hours of the interview.
- Follow up with the employer if you have not heard from them in the time frame that they gave you. However, do not bother the employer unnecessarily.

**Good luck!**

