

## Knowledge Battery Assessment: "Unit 9"

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1. Before asking you to come for a job interview, an employer might ask you to

- a.  pay some money
- b.  prepare a resume
- c.  try the job first before the interview
- d.  wait a month to be sure this is what you want to do

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2. Which of the following would you be asked to provide on MOST job applications?

- a.  your height
- b.  your passport number
- c.  your religion
- d.  your social security number

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3. If you need help completing a job application form, it is BEST to take along

- a.  a different application form
- b.  a friend
- c.  a list of information needed to help you complete the form
- d.  information about the job market

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4. Which one of the following questions might an employer ask at a job interview?

- a.  what is your height and weight
- b.  are you married
- c.  do you own or rent your home
- d.  what is your experience in this area of work

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5. If you are introduced to other employees during a job interview, you should

- a.  not make eye contact
- b.  shake hands and say "Hello"
- c.  smile but don't talk with them
- d.  ask all of them how they really feel about working for the company

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6. A person interviewing for a job should arrive

- a.  fashionably late
- b.  one hour early
- c.  about five minutes early
- d.  whenever it is convenient for them

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7. Which of the following are important steps to take to make a good impression at a job interview?

- a.  look clean, fresh, and neat
- b.  be on time
- c.  look at the interviewer and listen carefully

d.  all of the above

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8. Which action or statement is most appropriate for a job interview?

- a.  speaking clearly
- b.  explaining why you disliked your last boss
- c.  suggesting how you think the company could be better
- d.  telling why you were fired from your last job

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9. Which social activity with a co-worker may be frowned upon by the employer?

- a.  attending concerts after work
- b.  going to lunch together
- c.  playing on the company's ball team
- d.  talking a lot while working