

Knowledge Battery Assessment: "Unit 9"

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

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

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

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

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

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

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

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