

Final JobTIPS Worksheet

First and last name: _____

Date: _____

Choose the best response. Type an "X" next to the best response.

Interview Overview section:

1.) You should typically plan on your interview lasting at least:

- a) ☐ 10-15 minutes
- b) ☐ 30 minutes
- c) ☐ One hour
- d) ☐ All day

2) Most job interviews happen:

- a) ☐ By phone
- b) ☐ Over email
- c) ☐ Face-to-face
- d) ☐ Via Skype

3) What kinds of questions might you be asked in an interview?

- a) ☐ Questions about your personality
- b) ☐ Questions about your educational background
- c) ☐ Questions about your strengths and weaknesses
- d) ☐ All of the above

Think Like the Interviewer section:

4) Behavioral questions help the interviewer learn more about your personality, your communication and social skills, and your ability to cope with and solve problems.

- a) ☐ True
- b) ☐ False

5) Select the best answer for this question: *"We don't always agree with other people. Tell me about a time where you had a disagreement with someone. How did you handle it?"*

- a. _____ *“My friend and I had a big disagreement about whether the video game “Left for Dead” or “Call of Duty: World at War - Zombies” is better. I kept telling him _____ that “Call of Duty” is way better because weapon outlines are all around the map _____ that give the player weapons in exchange for some of the player's points. The _____ zombies enter the map by destroying barricades or through holes in the walls.*
- b. _____ *“Last year, I received a grade on an English paper that I did not agree with. I _____ felt that I had worked really hard, and did not deserve the grade that I received. I _____ went to my professor and calmly explained my confusion. We talked for a long _____ time, and she showed me the grading rubric that she used to score every paper. Even though I was still really disappointed, I understood a little better why I did not get an ‘A’.*
- c. _____ *“I had to do a health project with a partner in school. My partner wanted to take _____ charge of the entire project. However, I disagreed on a lot of issues. So, I created _____ my own separate project. That way, I did not have to work with my partner and _____ could create a project that was much stronger and better.”*
- 6) Companies don't usually care about your personality, they usually only care about your educational and work experience.
- a) _____ True
b) _____ False
- 7) _____ is the ability to control what you say and do when you are feeling stressed, overwhelmed, angry, or excited.
- a) _____ Teamwork
b) _____ Communication
c) _____ Problem-solving
d) _____ Self-control

Respond Like a STAR section:

- 8) S.T.A.R. stands for what?
- a) _____ Strategy, Talent, Aptitude, and Result
b) _____ Situation, Task, Action, and Result
c) _____ Sit, Talk, Act, and Respond
d) _____ Skills, Talent, Attitude, and Reward

- 9) The S.T.A.R. formula can help you create responses to what types of interview questions?
- a) ____ Standard questions
 - b) ____ Questions you ask the interviewer
 - c) ____ Behavioral questions
 - d) ____ Education-related questions

Rehearse Responses section:

- 10) During an interview you should occasionally make eye contact with your interviewer. If it is too difficult for you to make direct eye contact, you should look:
- a) ____ At the interviewer's face or mouth
 - b) ____ Behind the interviewer
 - c) ____ At your hands
 - d) ____ At your notes
- 11) As a general guideline, most of your responses to interview questions should be at least
- a) ____ 2 sentences long.
 - b) ____ 10-15 sentences long.
 - c) ____ 5 sentences long.
 - d) ____ There are no general guidelines for this.
- 12) When you are answering questions during an interview, it is only important what you say, not how you say it.
- a) ____ True
 - b) ____ False
- 13) When you rehearse your responses, you should also practice which of the following?
- a) ____ Making eye contact
 - b) ____ Sitting still
 - c) ____ Smiling
 - d) ____ Using an upbeat tone of voice
 - e) ____ All of the above

- 14) When an interviewer asks a question like, “*Tell me a little bit about yourself,*” here are some things you could describe:
- a) ____ Your views on political, social, and religious issues
 - b) ____ Information about your relationships and friendships
 - c) ____ Information about your academic interests and your work or volunteer experiences
 - d) ____ Your age, recent grades, and recent test scores
- 15) Which of the following is an example of an appropriate response to this question: “*What are some of your strengths?*”
- a) ____ “*I can beat almost anyone at any game on the Wii. I guess you could say that I am very competitive.*”
 - b) ____ “*I am a hard worker, and I try to be accurate in everything that I do. I am very detail-oriented too.*”
 - c) ____ “*I have so many strengths, it is hard to state just a few.*”
 - d) ____ “*I am very focused. But that also works against me because I tune everything out and might miss something. So, it’s a weakness too.*”
- 16) Let’s say the interviewer asks you this question: “*Do you enjoy teamwork?*” When they ask you a question like this, they are trying to learn more about what?
- a) ____ Your ability to complete all tasks on time.
 - b) ____ Your ability to work well with others.
 - c) ____ Your ability to solve problems on the job.
 - d) ____ Your ability to play sports.

Greetings and Handshakes section:

- 17) Most interviews begin with a greeting and a handshake.
- a) ____ True
 - b) ____ False
- 18) Your handshake should last:
- a) ____ Approximately 10 seconds
 - b) ____ 1 second
 - c) ____ 30 seconds
 - d) ____ 2-3 seconds

- 19) Why is it important to practice your handshake with someone beforehand?
- a) ____ A firm handshake could hurt someone.
 - b) ____ A soft handshake could send the message that you're not confident.
 - c) ____ The person you are practicing with can give you feedback on your handshake.
 - d) ____ All of the above.
- 20) Ben is interviewing for a job. When he meets his interviewer, he initiates a handshake by reaching out his hand. He makes eye contact with the interviewer and smiles when he says, *"Hello, it's great to meet you."* What did Ben do right?
- a) ____ He made eye contact with the interviewer and smiled at him.
 - b) ____ He initiated the handshake.
 - c) ____ He said, *"Hello, it's great to meet you."*
 - d) ____ All of the above.
- 21) When you shake hands with the interviewer, what might be appropriate to say?
- a) ____ *"Hey."*
 - b) ____ *"It's nice to meet you."*
 - c) ____ You don't really have to say anything when you shake hands.
 - d) ____ *"Hi, what time will this be over?"*

Answering Questions section:

- 22) When answering an interview question, your interviewer interrupts you and asks another question. You should:
- a) ____ Stop what you were talking about and answer the question just asked of you.
 - b) ____ Ask them to wait until you are done talking, then answer the question just asked of you.
 - c) ____ Inform the interviewer that they interrupted you.
 - d) ____ Continue what you were talking about before you were interrupted.
- 23) Which of the following is **not** a suggestion on the JobTIPS website?
- a) ____ Use an upbeat tone of voice when you are answering questions.
 - b) ____ Stay on topic.
 - c) ____ Ask approximately 10 questions about the position.
 - d) ____ Smile and face the interviewer.

24) At the end of an interview, your interviewer might ask if you have any questions. Which of the following is an appropriate question to ask at the end of an interview?

- a) ☐ *“Are most employees here Democrats or Republicans?”*
- b) ☐ *“What are the specific work hours for this position?”*
- c) ☐ *“Do you have a boyfriend?”*
- d) ☐ *“When is the interview over?”*

25) At the end of the interview, it very important for you to _____

- a) ☐ Smile and look towards the interviewer.
- b) ☐ Thank the interviewer for meeting with you.
- c) ☐ Shake hands with the interviewer.
- d) ☐ All of the above.