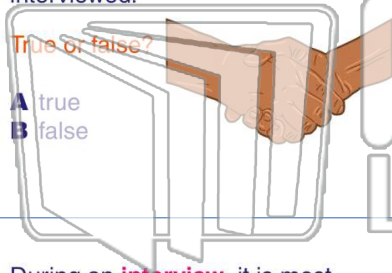




Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

1 An interviewer should **introduce** himself/herself to the person being interviewed.



2 At the beginning of an interview, the **purpose for the interview** should be \_\_\_\_\_.

- A erased
- B restated
- C deleted
- D omitted

3 During an **interview**, it is most important to be \_\_\_\_\_.

4 In order to **remember information** from an interview, interviewers may take notes.



## PREVIEW

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

7 \_\_\_\_\_ you about?

- A hobbies
- B skill level
- C religion
- D accomplishments

\_\_\_\_\_ known as a(n) \_\_\_\_\_?

- A exit interview
- B panel interview
- C good interview
- D performance interview

9 Which one of the following questions should you **not** ask the **interviewer**?

- A What does your company do?
- B What do you like about working here?
- C Would you like a list of references?
- D How does one advance in your company?

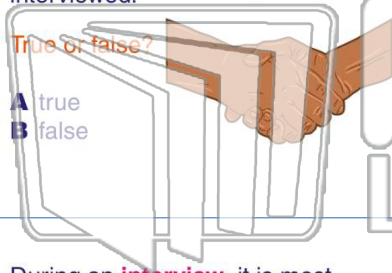
10 At the **conclusion of an interview**, the interviewer should \_\_\_\_\_.

- A ask more questions
- B give away his/her notes
- C leave right away
- D thank the person being interviewed



Name \_\_\_\_\_ Class \_\_\_\_\_ Date \_\_\_\_\_

1 An interviewer should **introduce** himself/herself to the person being interviewed.



True or false?  
A true  
B false

2 At the beginning of an interview, the **purpose for the interview** should be \_\_\_\_\_.

A erased  
B restated  
C deleted  
D omitted

3 During an **interview**, it is most important to be \_\_\_\_\_.

4 In order to **remember information** from an interview, interviewers may take notes.



## PREVIEW

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

7 \_\_\_\_\_ you about?

A hobbies  
B skill level  
C religion  
D accomplishments

\_\_\_\_\_ known as a(n) \_\_\_\_\_?

A exit interview  
B panel interview  
C good interview  
D performance interview

9 Which one of the following questions should you **not** ask the **interviewer**?

A What does your company do?  
B What do you like about working here?  
C Would you like a list of references?  
D How does one advance in your company?

10 At the **conclusion of an interview**, the interviewer should \_\_\_\_\_.

A ask more questions  
B give away his/her notes  
C leave right away  
D thank the person being interviewed