

Test Your Awareness On The Job Search Process

	<u>True</u>	<u>False</u>
1. Most people find jobs through answering ads, employment agencies and target mailings	_____	_____
2. There continues to be a stigma associated with losing your job due to company restructure or downsizing	_____	_____
3. A resume is a marketing tool: it opens the door to an interview	_____	_____
4. An interview is best described as sitting down “on the hot seat” in front of someone answering questions	_____	_____
5. You should always be prepared to ask questions of the interviewer	_____	_____
6. Every company has a personality and this defines what is called “corporate culture”	_____	_____
7. References are useless because a prospective employer recognizes that you will only use people who like you	_____	_____
8. You should always have several different resumes to allow for marketing yourself in various ways	_____	_____
9. Networking is statistically the most effective job search strategy	_____	_____

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| 10. Most people probably select careers because they love the line of work | _____ | _____ |
| 11. No matter what the circumstances, you should avoid speaking negatively about previous employers or supervisors | _____ | _____ |
| 12. When terminated from a position, it is best to become immediately involved in your job search and not speak to anyone | _____ | _____ |
| 13. Personal information is omitted from the resume and should not be part of an interview unless it is pertinent to the particular position | | |
| 14. Retraining or some kind of formal schooling is not an option at this stage in your life | _____ | _____ |
| 15. It is impossible to transfer your skills, what you know and how to do it, into another industry | _____ | _____ |
| 16. In order to manage your job search, it is important for you to develop a system for daily organization and follow through | _____ | _____ |
| 17. "Body Language" or non-verbal communication, plays a role in the course of the interview process | _____ | _____ |
| 18. Interviewers are <u>only</u> concerned with your skills; they they want to know if you CAN do the job | _____ | _____ |
| 19. People tend to hire people they are liked | _____ | _____ |
| 20. Doing research on the company prior to being interviewed for the position is an intelligent thing to do | _____ | _____ |
| 21. It is okay to feign interest in a company and position; once you know what they want to hear, tell them | _____ | _____ |
| 22. A prospective employer is really concerned about your accomplishments over the past 10 years | _____ | _____ |