

**Test Your Awareness**

**On The Job Search Process**

True False

1. Most people find jobs through answering ads,

employment agencies and target mailings

1. There continues to be a stigma associated with losing

your job due to company restructure or downsizing

1. A resume is a marketing tool: it opens the door to an

interview

1. An interview is best described as sitting down “on the

hot seat” in front of someone answering questions

1. You should always be prepared to ask questions of the

interviewer

1. Every company has a personality and this defines what

is called “corporate culture”

1. References are useless because a prospective employer

recognizes that you will only use people who like you

1. You should always have several different resumes to

allow for marketing yourself in various ways

1. Networking is statistically the most effective job search

strategy

1. Most people probably select careers because they love

the line of work

1. You really should not speak negatively about your

previous supervisor or company

1. When terminated from a position, it is best to become

immediately involved in your job search and not speak

to anyone

1. Personal information is omitted from the resume and

should not be part of an interview unless it is pertinent

to the particular position

1. Retraining or some kind of formal schooling is not an

option at this stage in your life

1. It is impossible to transfer your skills, what you know

and how to do it, into another industry

1. In order to manage your job search, it is important for

you to develop a system for daily organization and

follow through

1. “Body Language” or non-verbal communication, plays

a role in the course of the interview process

1. Interviewers are only concerned with your skills; they

they want to know if you CAN do the job

1. People get hired when they are liked

1. Doing research on the company prior to being interviewed

for the position is an intelligent thing to do

1. It is okay to feign interest in a company and position;

once you know what they want to hear, tell them

1. A prospective employer is really concerned about your

accomplishments over the past 10 years