

Job Interview FCSA Study Guide 2018

- What is a personal fact sheet and what contents should be on it?
- If a question on a job application does not apply to you, what should one put in the space?
- Do most job seekers do not get a job after only one interview?
- Professional and social networks can help a person find a job.
- An individual will need to write more than one resume for their job search.
- Employers are not guilty of illegal discrimination when they pass over unqualified job seekers.
- When should a thank you note be written in the interview process?
- If no mention is made at the end of the interview about what happens next, asking when a hiring decision will be made is appropriate.
- What department is responsible for screening potential job candidates?
- In large companies, an interviewer may be a company representative who has the task of talking with job applicants.
- What is a job portfolio?
- A guideline to follow in choice of interview clothing is to dress one step above what is worn on the job.
- The order of items in your job portfolio is important.
- If a job offer is made at the end of an interview, one may ask for a few days to think about their decision.
- During a business meal, foods can be eaten as finger foods.
- A resume posted on the Internet should not include the applicants name and address.
- Pay and fringe benefits SHOULD NOT be the only factors considered when accepting a job.
- If a new employee sees something they think is wrong on their first day of work, a suggested business change to their employer is not recommended.
- A resume should be in ones follow up message
- "What is your age?" cannot be legally asked during an interview
- Physical characteristics should not be in one's portfolio
- Enrolling in a class to learn the skills needed for a job does not prepare an applicant for an interview
- An applicant should not have their cell phone turned on during an interview
- An appropriate answer to the question, " Why did you leave your last job? could be , "My boss behaved unethically."
- What role a Private Employment Agency in employment?
- Discrimination based on race is illegal.
- Public employment agencies are paid by the government.
- An in-person interview usually determines whether or not the applicant will be hired.
- Want ads should be answered as soon as possible.
- Contact information for the applicant's references is not a typical resume.

- When contacting a prospective employer by phone, music should not be playing in the background.
- If an applicant is invited to dinner for a job interview, utensils should be used on the table.
- Jobs advertised on the Internet often referred to as an electronic resume.
- Applicants should arrive at an interview five to ten minutes early.
- Samples of one's best work should be included in a portfolio.
- Written follow-up letters should be postmarked within two days of the interview.
- During an interview, applicants should not avoid eye contact with the interviewer.
- The first heading on a resume is normally the job objective.
- The personal part of the resume is optional.
- What are some allowable questions to ask by the potential employee during an interview?
- What are fringe benefits?
- What is the Equal Employment Act?