Hall - Jr. MGC - Off-Site Learning Packet - Day 6

Directions: These are acceptable answers for the upcoming test. Please study and be prepared

First Job Survival Skill Module 6 TEST

The Interview

Getting Your Foot in the Door

1. Who are the gatekeepers?

   Receptionist, secretaries and the front office staff

2. How should you treat the gatekeepers?

   With respect.

   Disciplined and respectful, warm smile, friendly tone of voice.

3. Name three things that are very important at the beginning of the interview.

   The greeting, handshake and eye contact

4. Name five things you have control over in an interview situation.

   Appearance, attitude, punctuality, manners, body language, dependability

5. How should you dress for an interview? Name some things you should do and name some things you should not do concerning dressing for an interview?

   You should dress as conservative as possible, coordinated clothing. If your job does not require a tie, you don't need to wear one to the interview.

6. What does how you dress tell the interviewer?

   That you are mature and have good judgement.

Directions: These are the questions that you will be asked in the interview. Please study and be prepared.

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5. How should you dress for an interview? Name some things you should do and name some things you should not do concerning dressing for an interview?

6. What does how you dress tell the interviewer?