

Job-Hunting Etiquette Quiz

Certain rules or protocols should guide a job-seeker's conduct. Some people call these rules good manners, but more refer to them as business etiquette. By adhering to proper etiquette, a job-seeker can gain a perceptual edge over other job-seekers that can lead to a job offer.

How comfortable are you with the etiquette of job-hunting? Put yourself to the test. Take our job-hunting etiquette quiz and see how well you do. Scoring directions are at the end of the quiz, along with a directory of additional business and job-hunting etiquette resources.

Instructions: Answer true or false to the following statements.

1. When greeting someone for the first time, a cupped handshake (in which your left hand covers the normal handshake) is a good way to show my sincerity and interest.
 - True
 - False
2. At an interview or meeting, it is generally necessary for me to stand only when a woman walks into the room (regardless of my gender).
 - True
 - False
3. At job fairs -- and other professional settings -- when I receive a business card from someone, I should take the time to really read the card before sticking it in my pocket or briefcase.
 - True
 - False
4. I should always turn off (or silence) my cell phone and beeper before heading into any interview or business meeting.
 - True
 - False
5. In dining situations, my drinks are on my right and my bread plate is on my left.
 - True
 - False
6. When on an on-site interview, if I get a parking ticket while at the interview, I can add the cost of the ticket to the expense reimbursement form I submit to the company.
 - True
 - False
7. After a job interview, regardless of whether I am still interested in the job or not, I should always follow-up with a thank you note.
 - True
 - False
8. A few days after a job interview, I begin calling the employer every day to see when a hiring decision will be made.
 - True
 - False
9. When introducing myself at job fairs or other business settings, I should avoid saying anything except my name until the other person responds in kind.
 - True
 - False
10. When I know a company I am interviewing with is having a casual day on the day I am interviewing, it is best to dress down for the interview.
 - True
 - False
11. During an on-site interview, it's okay to order a cocktail before the meal or wine with my meal when everyone else is drinking.
 - True
 - False

12. I have a great sense of humor, so it's perfectly fine to have a humorous greeting on my voicemail (or answering machine) when job-hunting.
 - True
 - False
13. When at meetings at which people are wearing name tags, the best place to put your name tag is on your right chest/shoulder area.
 - True
 - False
14. When I place telephone calls to potential employers, I use a clear and confident voice and always first identify who I am and why I am calling.
 - True
 - False
15. At job and career fairs it's okay for me to walk up to a group of people engaged in conversation and interrupt by introducing myself.
 - True
 - False
16. When talking on the phone with a potential employer or other business contact, it's okay for me to put them on hold while I answer another phone call.
 - True
 - False
17. I always avoid asking questions at an interview because it is rude to interrupt the interviewer by asking questions.
 - True
 - False
18. During an on-site interview, when dining out, I always rest my soup spoon and butter knife on the saucer or plate rather than on the table.
 - True
 - False
19. The rules of etiquette aren't as important in businesses that have a "laid back" corporate culture.
 - True
 - False
20. No matter what type or level of job I am applying for, I always go out of my way to greet the receptionists and secretaries with sincerity.
 - True
 - False

To Score Your Answers:

Go to the MET Web, Program Info / Jobs, Job Search Helps and see Etiquette Answers.doc