

- 1) Wear a suit, blue or gray, in _____ style. Blazer, slacks and shirt with collar but w/o tie are also acceptable.

- 2) Keep make-up and accessories to maximum; more is more.
 - a) True
 - b) False

- 3) _____ Understand your own education a) Deadly Interview Mistakes
- 4) _____ Understand your own values b) Be Prepared
- 5) _____ Benefits c) General Tips
- 6) _____ Duties of the position d) When Speaking
- 7) _____ What products or services e) Be Prepared
- 8) _____ Search any recent news about the company f) Deadly Interview Mistakes
- 9) _____ Be totally honest, but don't shortchange yourself by underestimating or minimizing your accomplishments. g) Deadly Interview Mistakes
- 10) _____ Appropriate business attire is a must. h) Be Prepared
- 11) _____ The image you project and how you present yourself will be either a deal-maker or Deal-breaker. i) More Tips
- 12) _____ Always offer your hand; use a firm, but not crushing handshake. j) Be Prepared
- 13) _____ Use hands naturally to emphasize a point; do not cover mouth, hold your head or twist hands. k) Body Language
- 14) _____ Brags about how great he is , but cites no evidence. l) Be Prepared
- 15) _____ Looks disheveled and inappropriately dressed. m) Be Prepared
- 16) _____ Badmouths his former boss and the company. n) Body Language
- 17) _____ Answers most questions with short "yes" and "no". o) Deadly Interview Mistakes

18) Where do you see yourself in five years?

19) How do people describe you?

20) What is your greatest strength/ greatest weakness?
