Get a Job: Quiz Key

1. Davis received a job offer, but he wants a higher salary. What would you tell him?

A) Negotiating will likely cause the employer to rescind the job offer.

B) Ask for your dream salary — the worst that can happen is the employer says no.

C) Accept the offer to lock down the job, then negotiate on your first day.

✓ D) Research your worth and pay for similar positions. Use these in your negotiations.

2. To make some extra money, Carlos got a job that's not in his field and is very different from his previous roles. What is one benefit?

✓ A) He'll likely build a new skill set.

B) He'll become more distant from coworkers in his field.

C) He'll work on more projects independently.

D) He'll be considered a temporary employee.

3. Romesh wants to apply for a job he's really interested in, but he doesn't meet two of the requirements on the job posting. Should he still apply?

A) Romesh should apply and use his cover letter to explain the criteria he doesn't meet.

✓ B) Romesh should apply and highlight the requirements he does meet.

C) Romesh should gain more experience and apply for the job at a later opening.

D) Romesh should apply and tailor his resume so it looks like he has the needed experience.

4. Which question should Daila ask her interviewer during an interview?

A) "What is this position's compensation range?"

B) "Can you tell me the company's mission statement?"

✓ C) "What does the company culture look like day-to-day?"

D) "What is the company's policy on monitoring social media?"

5. Nikita found a job opening online that she thinks could be a good fit, but she's never heard of the company before. Which of the following should she do FIRST?

A) Tailor her resume and cover letter to match the job description.

B) Search for a hiring manager's email and begin networking with them directly.

✓ C) Research the company's culture, values, and mission statement.

D) Wait at least a week before applying to make sure she's not applying impulsively.

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6. Shauna wants to find a company that values employee work-life balance. A potential company's website says they do, but how can she double-check?

✓ A) Look at a job board to find employee reviews of the company.

B) She can trust the company's website without verifying.

C) Apply for a job at the company and ask during the interview.

D) Cold call employees she found on a networking site and ask them.

7. What is the role of a cover letter?

A) It lists your work experience and relevant skills.

✓ B) It explains why you're the best fit for a specific job.

C) It summarizes the information that's on your resume.

D) It summarizes the research you've done on the company.

8. James is applying for a job in finance. Who would be the best person to include as a professional reference?

A) His friend who is a financial advisor.

B) His dad who helped him apply for the job.

C) His fellow intern at his finance internship last year.

✓ D) His former manager at his finance internship last year.

9. The last time she made a resume, Gabriela struggled to remember everything she accomplished at her old jobs. Now, she has a new job she loves and is not looking to leave. What would you recommend?

A) She doesn't have to worry about this issue anymore since she loves her new job.

B) Avoid updating her resume in the future since she has one that works.

✓ C) Continue to update her resume regularly for the next job search or promotion.

D) Still apply for jobs regularly to stay up-to-date with hiring processes.

10. Laurie found a job that's perfect for him and wants to make his application stand out. What can he do to increase his chances of getting an interview?

✓ A) Tailor his resume and cover letter to match the specific job description.

B) Submit the general resume and cover letter he's been submitting.

C) Email the hiring manager after he applies to explain why he wants the role.

D) Include professional headshots on his resume to help it stand out.