Interviewing Principles and Practices 16th edition Stewart Test Bank

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ANSWERS ARE LOCATED IN THE SECOND PART OF THIS DOCUMENT

TRUE/FALSE - Write 'T' if the statement is true and 'F' if the statement is false.

1) In a typical interview, there are two distinct parties: an interviewer party and an interviewee party.

1) _____

- ◎ true
- ◎ false

Question Details

2) A wink is a nonverbal sign in an interaction.

2) _____

- ◎ true
- ◎ false

Question Details

3) An interview requires a degree of planning and structure.

3) _____

- ◎ true
- ◎ false

Question Details

4) "Dyadic" means three parties.

4) _____

- ◎ true
- ◎ false

Question Details

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5) A communicative exchange involving three people *cannot* be an interview because an interview involves two people.

5) _____

- ◎ true
- ◎ false

Question Details

6) An interview is interactive in real time.

6) _____

- ◎ true
- ◎ false

Question Details

7) Asking questions is an important aspect of an interview.

7) _____

- ◎ true
- ◎ false

Question Details

8) A persuasive interview is always formal.

8) _____

- ◎ true
- ◎ false

Question Details

9) Roles of the interviewer and interviewee may switch from moment to moment.

9) _____

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◎ true
◎ false

Question Details

10) An Army recruiter meeting with two parents is an interview.

10) _____

◎ true
◎ false

Question Details

11) A student meeting with her doctor and nurse practitioner to determine when she could resume practice with the gymnastics team is *not* an interview.

11) _____

◎ true
◎ false

Question Details

12) Three supervisors discussing the ways in which they might alter performance reviews in the second quarter of the year is an interview.

12) _____

◎ true
◎ false

Question Details

13) A professor asking questions about an assigned case study and its practical applications in computer software design is *not* an interview.

13) _____

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◎ true
◎ false

Question Details

14) One of the primary purposes of information-gathering interviews is to transfer facts, data, reports, and opinions from one party to another.

14) _____

◎ true
◎ false

Question Details

15) An advantage of an e-mail interview is that it is easy to determine the emotional reactions of an interviewee.

15) _____

◎ true
◎ false

Question Details

MULTIPLE CHOICE - Choose the one alternative that best completes the statement or answers the question.

16) Which of the following types of interviews is critical and common in health care interviews?

16) _____

A) information-giving interviews
B) appraisal interviews
C) promotion and placement interviews
D) focus group interviews

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Question Details

17) Which of the following statements is true about conversations and momentary meetings?

17) _____

A) They are primarily well structured.
B) They are rarely conducted with a predetermined and serious purpose.
C) They are rarely informal and spontaneous.
D) They are primarily well planned.

Question Details

18) Interviewing typically involves

18) _____

A) persuading.
B) information giving.
C) counseling.
D) All of the answers are correct.

Question Details

19) The word "interactional" signifies an exchanging of all of the following *except*

19) _____

A) roles.
B) expectations.
C) responsibilities.
D) beliefs.

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Question Details

20) What distinguishes interviews from social conversations?

20) _____

A) interactions
B) asking and answering questions
C) exchanging information
D) predetermined and serious purpose

Question Details

21) Interviews share characteristics with

21) _____

A) brief interactions.
B) social conversations.
C) small groups.
D) All of the answers are correct.

Question Details

22) In interviews, the parties share

22) _____

A) feelings.
B) beliefs.
C) motives.
D) All of the answers are correct.

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Question Details

23) "Collaborative" means

23) _____

A) a mutual creation and sharing of meanings.
B) an interactional communication process.
C) working independently.
D) All of the answers are correct.

Question Details

24) An interview is

24) _____

A) a collaborative process.
B) an interactional communication process.
C) a process with a predetermined and serious purpose.
D) All of the answers are correct.

Question Details

25) Questions are tools interviewers and interviewees employ for all of the following *except*

25) _____

A) to obtain information.
B) to verify impressions and assumptions.
C) to disclose their own motives.
D) to check the accuracy of messages sent and received.

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Question Details

26) Which of the following is *not* a traditional form of interviewing?

26) _____

A) selection interviews
B) virtual interviews
C) information-giving interviews
D) information-gathering interviews

Question Details

27) Which type of interview consists of two parties taking part in orienting, coaching, instructing, and briefing sessions?

27) _____

A) selection interviews
B) telephone interviews
C) information-giving interviews
D) information-gathering interviews

Question Details

28) If an interviewee has a personal or professional problem, which of the following types of interviews is most appropriate to address the situation?

28) _____

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A) a selection interview
B) a persuasion interview
C) a counseling interview
D) a telephone interview

Question Details

29) Identify an accurate statement about focus group interviews.

29) _____

A) They usually require similar but unrelated interviewees.
B) They are the most common form of placement interviews.
C) They involve eight interviewers and one interviewee.
D) They discourage interactions among interviewees.

Question Details

30) An interviewer structures the interview with a carefully crafted set of questions designed to generate interactions among the interviewees in a

30) _____

A) selection interview.
B) persuasion interview.
C) counseling interview.
D) focus group interview.

Question Details

31) Identify the disadvantage(s) of telephone interviews.

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31) _____

A) the lack of "presence" of parties
B) the inability to give subtle cues to interviewees about role changes
C) the inability to observe an interviewee's appearance and gestures
D) All of the answers are correct.

Question Details

32) Which of the following interviews occurs when one party attempts to alter or reinforce the thinking, feeling, or acting of another party?

32) _____

A) a selection interview
B) a persuasion interview
C) a counseling interview
D) a telephone interview

Question Details

33) The sales interview is typically an example of a(n)

33) _____

A) focus group interview.
B) persuasion interview.
C) counseling interview.
D) appraisal interview.

Question Details

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34) Which of the following statements is true about an e-mail interview?

34) _____

A) It makes it difficult to establish rapport with an interviewee.
B) It requires more bandwidth than other forms of multimedia interviews.
C) It is the most interactive form of interview.
D) It provides an interviewer a significant advantage in opening interviews.

Question Details

35) It is best to use a webinar to conduct

35) _____

A) surveys.
B) interviews.
C) assessments.
D) workshops.

Question Details

36) Identify an accurate statement about performance review.

36) _____

A) It is the most common form of focus group interviews.
B) It requires a minimum of six to eight interviewees and one interviewer.
C) It was once commonly referred to as an exit interview.
D) It is used primarily to analyze the skills and abilities of an interviewee.

Question Details

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37) Identify an accurate statement about e-mail interview fairness.

37) _____

A) An e-mail interview may be less fair to a verbally challenged person than to an orally challenged person.
B) An e-mail interview may be less fair to an orally challenged person than to a verbally challenged person.
C) E-mail interviews are equally unfair for both orally challenged and verbally challenged people.
D) An e-mail interview provides an advantage to the interviewer over the interviewee.

Question Details

38) A "placement interview" is a type of

38) _____

A) counseling interview.
B) persuasion interview.
C) selection interview.
D) information-gathering interview.

Question Details

ESSAY. Write your answer in the space provided or on a separate sheet of paper.
39) Define "interview".

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Question Details

40) What distinguishes an interview from conversation?

Question Details

41) What does "interactional" mean?

Question Details

42) How is an interview a collaborative process?

Question Details

43) Explain why, once an interview begins, the parties involved "cannot *not* communicate."

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Question Details

44) Under what circumstances would you become involved in information-giving interviews?

Question Details

45) Discuss the role of asking and answering questions in an interview.

Question Details

46) Describe a focus group interview, and explain why it might be used over a single-person interview.

Question Details

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47) Why would an organization choose to conduct virtual interviews over other traditional and nontraditional forms of interviewing?

Question Details

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Answer Key

Test name: CH01

1) TRUE
2) TRUE
3) TRUE
4) FALSE
5) FALSE
6) TRUE
7) TRUE
8) FALSE
9) TRUE
10) TRUE
11) FALSE
12) FALSE
13) TRUE
14) TRUE
15) FALSE
16) A
17) B
18) D
19) B
20) D
21) D
22) D
23) A
24) D
25) C

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26) B
27) C
28) C
29) A
30) D
31) D
32) B
33) B
34) A
35) D
36) D
37) A
38) C

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