

Basic Job Search Quiz

You have found out that a certain company has a vacancy that interests you a lot. How do you plan to get it?

- A. Use your personal networking to get an audition for the job
- B. Use your professional networking to get recommended for the job
- C. Approach directly, giving strong references to support your claim for the job
- D. Approach directly, but do not use your networking backup unless strictly necessary

Your employment agency keeps offering/pushing you to take up jobs that are not exactly your cup of tea. Should you-

- A. Quit using the services of the employment agency
- B. Give in the bullying and take up the recommended job to see how things work out
- C. Stay choosy and advice your employment agency to notify you only when job of your interest are available
- D. Threaten that you will complain to a consumer protection agency

You have employed the services of an employment agency. What should you expect from them?

- A. Regular interview calls even if they are not exactly matching your skills-set after all the more you attend - the better are your chances to land a job
- B. Interview calls that pertain only to your area and skills-set
- C. Placement at any cost, even if it means that you are not exactly matched to the job you are taking up
- D. Counseling and training on how to be successful in an interview

You have sent your CV and you have not heard from the said company in about 10 days. You want to know whether you are short-listed or rejected. What is the best way to find out?

- A. Call the reception and find out whether the interview call letters have been dispatched yet; if yes, whether your name was on the list; if not, when it is scheduled to be despatched.

- B. Call up the HR person whom your letter was addressed and find out from the source directly
- C. Visit the company in person and ask for an audition with the HR person in charge of the recruitment
- D. Send an email to the HR person in charge requesting an update

Networking is a great way to land good jobs. How can you develop a large and beneficial network?

- A. Always make it a point to keep in touch with your peers in the field, past and present
- B. Contact and keep in touch with people that need/use your skills
- C. Have a business card ready for any eventual professional acquaintance whereby you can develop a contact
- D. Have a CV ready for distribution and distribute it freely to those who may seem interested

You find that there is a job in the classifieds that you might find suitable for yourself. What do you do:

- A. Take a print-out of your CV and send it to the company immediately
- B. Take time to find out exactly how your skills match to the requirement and then apply with a tailor made CV
- C. Use your standards CV but write a tailor made CV explaining why you think you are suitable for the job
- D. Ensure that both the CV and the cover letter is specifically focused on what the job requires

The best way to find leads for jobs is:

- A. Newspapers
- B. Employment agencies
- C. Personal networking
- D. Internet

You find that the job market is slow and you decide to use the Internet. How best you could harness this tool to your job search needs?

- A. Check out the websites of the companies for vacancies
- B. Apply through online placement agencies

- C. Send your CV through emails to prospective companies
- D. Set up an excellent professional website to market yourself

How else you can use the computer and Internet to promote your chances to get a job?

- A. Get an online degree
- B. Use online placement agencies services
- C. Leave your CV on the websites of your `dream-companies` for further reference
- D. Send short emails to the HR Heads of the companies you want to join with brief news about yourself

You have appeared a number of interviews and you find yourself in a position where you have two or more very good offers. How do you choose which one to accept?

- A. You will choose the job that will give the most satisfaction
- B. You will choose the job which offers the highest remuneration package
- C. You will choose the job which provides you the best career and professional growth
- D. You will choose the job which is offered by the largest/most reputed company of all

You accept what you thought a wonderful offer, but find later on (say, within 2-3 months from joining) that it is not what it was made out to be. What do you do?

- A. Meet your boss/ the recruitment head and clarify the matter
- B. Start searching for jobs again
- C. Accept only the work you were hired to do and reject all other responsibility
- D. Accept all the work but complain to all and sundry about the miserable deal you got and feel miserable all the time

You have heard that networking is a powerful and potent tool for job search. How do you make a network in the first place?

- A. You make friends easily and remember them on official and religious occasions
- B. You maintain regular contact with your peers and help them when they need

- C. You attend conferences and are highly active professionally
- D. You cultivate professional relationships with people above and under you

You are a fresh graduate. You want to try the cold call approach to search a suitable job for yourself. What is the best way to go about this?

- A. Send thousands of emails left, right and centre wherever you can
- B. You make your cold calls in person and leave your CV only when you feel it is worthwhile, or it is asked of you
- C. Apply carefully only after you have contacted the Recruiting Head of the organization in person
- D. You make a list of all the companies/ organization, which could use your services and send them your CV

You found a job that matches exactly with your skills but you have absolutely no experience. How can you draw the attention of the employee towards your suitability?

- A. Highlight your academic performance, concentrating on those aspects which match to the job
- B. Highlight volunteer jobs/tasks that could prove your skills
- C. Forget it; this would be a totally useless attempt
- D. Translate your personal talents into employable skills that particularly match the present scenario

What should you highlight in your CV best in order to be noticed fastest?

- A. Your achievements
- B. Your academic qualification
- C. Your experience
- D. Your skills

There is some information that you can legally omit from you CV so you avoid chances of discrimination. What are these? You can select more than one, if you feel so.

- A. Your age
- B. Your gender & your marital status

- C. Your sexual preference
- D. All of the above

What is the optimal size of a CV?

- A. One page
- B. Two pages
- C. As long as it covers all you have to say
- D. One to three pages plus annexure that give details

You want to follow up on the results over the phone. How best you can do it?

- A. Call the receptionist and ask her/him if he/she knew about the results
- B. Call the recruiting (who may or may not be the same as the interviewer) head and find out from him/her directly
- C. Call up the interviewer enquiring into the matter
- D. You talk to the secretary of the recruiter to find out the details

While searching for your favorite job, you find that the salary is low. Should you or not take up the job?

- A. Yes
- B. No