

Name: _____



Etiquette Lunch & Learn Quiz

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 women 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 job 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 to all those who interviewed me.
 True False
8. A few days after a job interview, it's okay for me to 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 have my job interview, it is best to dress down for the interview.
- True False
11. During an on-site job 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 networking events and 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 a job interview, it's okay to check my phone for messages or surf the Web if the hiring manager has to take an important phone call or step out briefly.
- 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, secretaries, and assistants with sincerity.
- True False