

## JA BizTown Classroom Curriculum®

### Quiz: Post-Session 3.2: Job Skills and Behavior Answer Key

Answer the following questions so we can match your surveys for this program.

What are the first three letters of your **first** name? \_\_\_\_\_

What are the first three letters of your **last** name? \_\_\_\_\_

On what **month** and **day** were you born? \_\_\_\_\_  
MONTH DAY

Circle the best answer for each question.

1. A written summary of a person's school and work experience is called a(n) \_\_\_\_\_.

- a. assessment
- b. resume**
- c. summary
- d. outline

2. A person who requests or seeks something, such as a job, is called a(n) \_\_\_\_\_.

- a. applicant**
- b. interviewer
- c. explorer
- d. coordinator

3. You should do this when you greet a new person at work.

- a. Stare at them.
- b. Shout "Hello."
- c. Stay seated at your desk.
- d. Introduce yourself.**

4. Which behavior is appropriate during a job interview?

- a. answer questions with details**
- b. show up within 15 minutes of interview time
- c. share your Internet connection problems
- d. check your text messages

**5. Which behavior is important in all workplaces?**

- a. wearing uniforms
- b. using coding skills
- c. attending early morning meetings
- d. demonstrating teamwork**