

- # Chapter 1

4. Why is the interview a "process"?

5. Explain why, once the interview begins, the two parties "cannot *not* communicate."

6. Under what circumstances would you become involved in information giving interviews?

7. List five of the components that all interviews share.
8. Describe a focus group interview and explain why it might be used over other forms of nontraditional interviewing.
9. Why would an organization choose to conduct virtual interviews over other traditional and nontraditional forms of interviewing?
10. According to Stewart and Cash, interviewing involves
- A.
 - B.
 - C.
 - D.

11. The word process denotes
- A.
 - B.
 - C.
 - D.
12. Interviewing involves all of the following *except*
- A.
 - B.
 - C.
 - D.
13. The word interactional signifies an exchanging of all of the following *except*
- A.
 - B.
 - C.
 - D.
14. What distinguishes an interview from social conversation?
- A.
 - B.
 - C.
 - D.
15. Interviews share characteristics with
- A.
 - B.
 - C.
 - D.
16. In successful interviews the parties share
- A.
 - B.
 - C.
 - D.

17. Collaborative means
- A.
 - B.
 - C.
 - D.
18. An interview is
- A.
 - B.
 - C.
 - D.
19. Although each interview is unique in some respects, all involve which of the following?
- A.
 - B.
 - C.
 - D.
20. Questions are tools interviewers and interviewees employ for all of the following *except*
- A.
 - B.
 - C.
 - D.
21. Which of the following is not a traditional form of interviewing?
- A.
 - B.
 - C.
 - D.

22. Which type of interview consists of two parties taking part in orienting, coaching, instructing, and briefing sessions?
- A.
 - B.
 - C.
 - D.
23. If an interviewee has a personal or organization problem, which of the following types of interviews is appropriate to address the situation?
- A.
 - B.
 - C.
 - D.
24. Which of the following types of interviews usually involves eight to twelve similar interviewees and a single interviewer?
- A.
 - B.
 - C.
 - D.
25. Which of the following types of interviews involves a moderator or facilitator?
- A.
 - B.
 - C.
 - D.
26. Which of the following are disadvantage to telephone interviews?
- A.
 - B.
 - C.
 - D.

27. Which of the following interview occurs whenever one party attempts to alter or reinforce the thinking, feeling, or acting of another party?
- A.
B.
C.
D.
28. What is one problem the authors suggest is associated with e-mail interviews?
- A.
B.
C.
D.
29. Which of the following are disadvantages of using e-mail in conducting interviews?
- A.
B.
C.
D.
30. What percentage of interviewers preferred face-to-face interviews over videoconferencing interviews?
- A.
B.
C.
D.
31. Communication interactions are not static.
- True False
32. Nonverbal signals are not part of creating and sharing.
- True False
33. An interview requires a degree of planning and structure.
- True False

34. Dyadic means three parties.
True False
35. A communicative exchange involving three people cannot be an interview because an interview involves two people.
True False
36. Conference calls and real-time Internet exchange are not interviews.
True False
37. Asking questions is important in all interviews.
True False
38. A persuasive interview is always formal.
True False
39. Roles of interviewer and interviewee may switch from moment to moment.
True False
40. An Army recruiter meeting with two parents is an interview.
True False
41. A student meeting with her doctor and nurse practitioner to determine when she might be able to resume practice with the gymnastics team is not an interview.
True False
42. Three supervisors discussing ways they might alter performance reviews in the second quarter of the year is an interview.
True False
43. A professor asking questions about an assigned case study and its practical applications in computer software design is NOT an interview.
True False

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

True False

45. If two parties use the Internet to interact in real time and have a predetermined and serious purpose, it is a true interaction and therefore qualifies as an interview.

True False

Chapter 1 Key

1. Define "interview" and explain the significance of each key word or term.

Answer will vary.

Stewart - Chapter 01 #1

2. What distinguishes an interview from conversation?

Answer will vary.

Stewart - Chapter 01 #2

3. What does "interactional" mean?

Answer will vary.

Stewart - Chapter 01 #3

4. Why is the interview a "process"?

Answer will vary.

Stewart - Chapter 01 #4

5. Explain why, once the interview begins, the two parties "cannot *not* communicate."

Answer will vary.

Stewart - Chapter 01 #5

6. Under what circumstances would you become involved in information giving interviews?

Answer will vary.

Stewart - Chapter 01 #6

7. List five of the components that all interviews share.

Answer will vary.

Stewart - Chapter 01 #7

8. Describe a focus group interview and explain why it might be used over other forms of nontraditional interviewing.

Answer will vary.

Stewart - Chapter 01 #8

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

Answer will vary.

Stewart - Chapter 01 #9

10. According to Stewart and Cash, interviewing involves

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #10*

11. The word process denotes

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #11

12. Interviewing involves all of the following **except**

- A.
- B.**
- C.
- D.

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Stewart - Chapter 01 #12

13. The word interactional signifies an exchanging of all of the following **except**

- A.
- B.**
- C.
- D.

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Stewart - Chapter 01 #13

14. What distinguishes an interview from social conversation?

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #14

15. Interviews share characteristics with

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #15

16. In successful interviews the parties share

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #16*

17. Collaborative means

- A.**
- B.
- C.
- D.

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Stewart - Chapter 01 #17*

18. An interview is

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #18*

19. Although each interview is unique in some respects, all involve which of the following?

- A.
- B.
- C.**
- D.

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Stewart - Chapter 01 #19*

20. Questions are tools interviewers and interviewees employ for all of the following *except*

- A.
- B.
- C.**
- D.

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21. Which of the following is not a traditional form of interviewing?

- A.
- B.**
- C.
- D.

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Stewart - Chapter 01 #21

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

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #22

23. If an interviewee has a personal or organization problem, which of the following types of interviews is appropriate to address the situation?

- A.
- B.
- C.**
- D.

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Stewart - Chapter 01 #23

24. Which of the following types of interviews usually involves eight to twelve similar interviewees and a single interviewer?

- A.**
- B.
- C.
- D.

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Stewart - Chapter 01 #24

25. Which of the following types of interviews involves a moderator or facilitator?

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #25*

26. Which of the following are disadvantage to telephone interviews?

- A.
- B.
- C.
- D.**

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Stewart - Chapter 01 #26*

27. Which of the following interview occurs whenever one party attempts to alter or reinforce the thinking, feeling, or acting of another party?

- A.
- B.**
- C.
- D.

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Stewart - Chapter 01 #27*

28. What is one problem the authors suggest is associated with e-mail interviews?

- A.**
- B.
- C.
- D.

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Stewart - Chapter 01 #28*

29. Which of the following are disadvantages of using e-mail in conducting interviews?
- A.
B.
C.
D.
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #29*
30. What percentage of interviewers preferred face-to-face interviews over videoconferencing interviews?
- A.
B.
C.
D.
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #30*
31. Communication interactions are not static.
- TRUE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #31*
32. Nonverbal signals are not part of creating and sharing.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #32*
33. An interview requires a degree of planning and structure.
- TRUE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #33*
34. Dyadic means three parties.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #34*

35. A communicative exchange involving three people cannot be an interview because an interview involves two people.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #35*
36. Conference calls and real-time Internet exchange are not interviews.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #36*
37. Asking questions is important in all interviews.
- TRUE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #37*
38. A persuasive interview is always formal.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #38*
39. Roles of interviewer and interviewee may switch from moment to moment.
- TRUE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #39*
40. An Army recruiter meeting with two parents is an interview.
- TRUE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #40*
41. A student meeting with her doctor and nurse practitioner to determine when she might be able to resume practice with the gymnastics team is not an interview.
- FALSE**
- Accessibility: Keyboard Navigation
Stewart - Chapter 01 #41*

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

FALSE

*Accessibility: Keyboard Navigation
Stewart - Chapter 01 #42*

43. A professor asking questions about an assigned case study and its practical applications in computer software design is NOT an interview.

TRUE

*Accessibility: Keyboard Navigation
Stewart - Chapter 01 #43*

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

TRUE

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Stewart - Chapter 01 #44*

45. If two parties use the Internet to interact in real time and have a predetermined and serious purpose, it is a true interaction and therefore qualifies as an interview.

TRUE

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Stewart - Chapter 01 #45*

Chapter 1 Summary