

Interview Questions

The MMBA office has received numerous calls requesting example questions for pre-employment interviews. The following test questions have been utilized by various facilities — and have been used as a pre-employment screening tool. Although some of the questions may appear simplistic, you would be surprised at the high number of potential employees who could not provide the correct answers.

(Note: The correct answers are in bold print.)

INSTRUCTIONS

Circle the correct answer for each questions on the test document. For example:

- 1) How many weeks are there in a calendar year?
 - (a) 48
 - (b) 50
 - (c) **52**
 - (d) 54

Calculators may be permitted. Scratch paper will be available from the test monitor. One hour (60 minutes) will be allowed for the test. All candidates must have completed the test within one hour.

EXAMINATION

- 1) A merchant marks up his merchandise 50% on cost. His expense for the year is 35% of sales. This resulted in a:
 - (a) **loss of 1.67% on sales**
 - (b) loss of 15% on sales
 - (c) profit of 1.67% on sales
 - (d) profit of 15% on sales
- 2) The minimum price for a certain brand of whiskey is determined by:
 - (a) **the liquor facility**
 - (b) a committee set up solely to determine liquor prices
 - (c) the Liquor Control Commission
 - (d) the brand owners
- 3) Which of the following is **not** required on liquor invoices?
 - (a) the quantity
 - (b) brand name
 - (c) size of containers
 - (d) **percentage of alcohol**
- 4) Which one of the following statements is **false**:
 - (a) the introduction to a report should give a complete, self-contained statement of the subject or purpose of the report.
 - (b) **a carelessly written report may imply to the recipient that the statements made in the report are accurate.**
 - (c) the proper grouping of data in itself forms the analysis of such data.
 - (d) no matter what other qualifications a report writer needs to have, he must have the ability to write.
- 5) The term "public relations" is best described as:
 - (a) **all contacts between the staff of the agency or department and those outside this staff, from the chief executive and legislators to the man on the street**
 - (b) the determination of what facts are to be reported to the public and the determination of the media to be used in reporting those facts
 - (c) the various forms of publicity used by a department
 - (d) the systematic enlistment of all public employees and an effective work program
- 6) In view of the influence exerted upon public relations by the manner in which an agency reacts to complaints and criticisms, all complaints should be:
 - (a) answered in a manner designated to placate the complainant
 - (b) acknowledged courteously, filed, and acted upon as soon as this can be done without disrupting office routine
 - (c) acknowledged, but acted on only after a number of complaints on the same subject have been received.
 - (d) **given prompt, courteous, and careful consideration**
- 7) An individual employed by a governmental unit has a dual capacity. On the one hand, as a citizen of the community, he holds basic rights which he delegates to the government by his vote. On the other hand, as an employee of the governmental unit:
 - (a) he has the authority to compel citizens to do as he directs regardless of their wishes
 - (b) he is responsible to the citizens to carry out their wishes
 - (c) **he is delegated authority by the government to carry out certain duties**
 - (d) the citizens delegate to him such of their individual rights as they desire

(Continued on next page)

INTERVIEW QUESTIONS

(Continued from previous page)

- 8) The greatest asset of a person who is continually in contact with the public is:
- (a) neat appearance
 - (b) command of the subject matter with which he must deal
 - (c) pleasing personality
 - (d) all of the above**
- 9) The principal reason for emphasis on the fact that an agency's employees are an important element in the agency's public relations program is that the employees:
- (a) make excellent subjects for testing the programs
 - (b) usually have friends in the community
 - (c) are the ones who deal with the agency's clients**
 - (d) are human beings and deserve to be treated as such
- 10) What effect, if any, does public opinion have on the work of the store employees:
- (a) no effect, since good employees do their work without paying attention to public opinion
 - (b) little affect, since high-ranking officials are able to change public opinion
 - (c) some effect, but it should be disregarded by the employees as much as possible
 - (d) an important effect, since public opinion can aid or retard the success of the business**
- 11) In giving an order to a subordinate, the most important precaution to be used is to see that the order is:
- (a) authoritative
 - (b) recorded
 - (c) impersonal
 - (d) plainly stated**
- 12) Add \$23.33, \$4.65, \$141.56, and \$88.88. Your answer is:
- (a) \$257.32
 - (b) \$257.42
 - (c) \$258.42**
 - (d) \$259.22
 - (e) None of the above
- 13) Add: 286, 17.173, 356.666, 77.75. Your answer is:
- (a) 665.614
 - (b) 666.614
 - (c) 726.589
 - (d) 736.589
 - (e) None of the above**
- 14) Divide: 876.33 by 321. Your answer is:
- (a) 24.2
 - (b) 2.42
 - (c) 2.73**
 - (d) 2.84
 - (e) None of the above
- 15) Divide: \$1,717.56 by 52. Your answer is:
- (a) \$330.30
 - (b) \$3,303.00
 - (c) \$3.30
 - (d) \$33.00
 - (e) None of the above**
- 16) Divide: .275 by 25. Your answer is:
- (a) .011**
 - (b) .0011
 - (c) .11
 - (d) 1.1
 - (e) None of the above
- 17) Subtract: \$386.25 from \$817.14. Your answer is:
- (a) \$430.99
 - (b) \$430.89**
 - (c) \$431.89
 - (d) \$431.99
 - (e) None of the above

(Continued on page 17)

INTERVIEW QUESTIONS

(Continued from page 14)

18) Subtract: $\frac{1}{3}$ from $\frac{3}{4}$. Your answer is:

- (a) $\frac{3}{8}$
- (b) **$\frac{5}{12}$**
- (c) $\frac{7}{16}$
- (d) $\frac{7}{12}$
- (e) None of the above

19) Multiply $6 \times \frac{3}{4}$. Your answer is:

- (a) **$4 \frac{1}{2}$**
- (b) $4 \frac{3}{4}$
- (c) 4
- (d) $6 \frac{1}{4}$
- (e) None of the above

20) Which column (a, b, c, d) has the same sum as the column titled "problem"?

Problem	A	B	C	D
372	683	322	897	372
468	436	488	342	378
927	332	927	271	467
833	843	888	272	263
331	542	331	893	971
331	645	331	336	791
462	243	462	892	462
3724	3724	3749	3903	3704

21) If $5 \frac{1}{3}$ gallons of a chemical solution cost \$5.60, $1 \frac{1}{3}$ gallons will cost:

- (a) \$1.12
- (b) \$1.20
- (c) \$1.24
- (d) **\$1.40**

22) The abbreviation C.O.D. means?

- (a) call on duty
- (b) collect or deliver
- (c) **cash on delivery**
- (d) None of the above

23) How many pints are in one quart?

- (a) four
- (b) three
- (c) **two**
- (d) one-half

24) How many quarts are there in one gallon?

- (a) two
- (b) **four**
- (c) six
- (d) eight

25) If a check reads, "Pay to the order of Thomas Brown twenty-five dollars (written out) and \$20.00 (numerical), the actual value of the check is:

- (a) \$20.00
- (b) **\$25.00**
- (c) dependant upon the decision of the bank
- (d) dependant upon the decision of the payer

26) To be valid, the endorsement on the back of a check must include the:

- (a) **name of the payee as it appears on the front**
- (b) date of the endorsement
- (c) name of the bank upon which the check is drawn

27) A cashier should be skeptical of a check:

- (a) **more than six months' old**
- (b) endorsed with a rubber stamp
- (c) dated on Sundays or holidays
- (d) signed with an indelible pencil

(Continued on next page)

