

Business Etiquette Quiz

Good business etiquette can give you an edge over the competition. Take the Business Etiquette Quiz and see how well you do.

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.
a) True b) 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).
a) True b) 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.
a) True b) False
4. I should always turn off (or silence) my cell phone before heading into any interview or business meeting.
a) True b) False
5. In dining situations, my drinks are on my right and my bread plate is on my left.
a) True b) False
6. When I know a company I am interviewing with is having a casual day on the day I am interviewing, it is best to dress down for the interview.
a) True b) False
7. 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.
a) True b) False
8. When at meetings at which people are wearing name tags, the best place to put your name tag is on your right chest/shoulder area.
a) True b) False
9. 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.
a) True b) False
10. When talking on the phone with a potential employer or other business contact, it's okay for me to put the person on hold while I answer another phone call.
a) True b) False
11. The rules of etiquette aren't as important in businesses that have a "laid back" corporate culture.
a) True b) False
12. No matter what type or level of job I am applying for, I always go out of my way to greet the receptionists and administrative staff with sincerity.
a) True b) False

Kathy Jo Pollack
Certified Life Coach, Trainer, and Speaker
www.kathyjopollack.com
1-724-224-6619