**Farmers’ Insurance Team 39 - Recruiter Skills Quiz**

Name:

Phone:

Email:

1. Under the guidelines of the EEOC, name five of the eight areas where employers cannot discriminate:
2. Name five of the most popular social media sites:
3. On which social media site are you most apt to find professionals looking for work?
4. Name three places where you could search for professional resumes:
5. What steps would you take to create a mail merge in MS Word?
6. How would you quickly search for one name on a list of 500 names in an Excel spreadsheet?
7. Name three popular job boards:
8. What steps would you take to complete an adequate interview?
9. How would you ensure an email that you sent was read by the recipient?