Candidate questionnaire

Candidate: _____

Position: **Technical author** _____

Location: _____ Date: _____ Time: _____

Interviewers: _____

Scoring: 0 = huh?, 1 = unsatisfactory, 2 = bare minimum, 3 = competent, 4 = guru

Question	Score				
	0	1	2	3	4
1. What is the difference between the `<ol>` and the `<ul>` HTML tags?					
2. What is the `<dl>` HTML tag for?					
3. What is the difference between the style and class HTML attributes?					
4. How do you specify colour values in HTML?					
5. Which HTML tag would you use to apply a style to a word inside a paragraph?					
6. In a cascading style sheet, what units do you use to specify font sizes, and why?					

7. In a cascading style sheet, what is the difference between following an element name with a period (.) and following an element name with a hash (#)?

8. In dynamic HTML, what do the letters DOM stand for, and what is it for?

9. (Only if previous answer scored 2 or higher.) How would you retrieve the contents of, say, all of the <h2> tags in the current HTML document?

10. In Internet Explorer, how do you associate a dynamic HTML behaviour with a paragraph class?

11. What are the differences between the GIF and the JPEG formats?

12. Let's say you have a diagram in an illustration package, such as Corel DRAW or Adobe Illustrator. You want to export the diagram to a bitmap format, for display in Internet Explorer under Windows. At what DPI do you create the bitmap, so that it appears in Internet Explorer at the same scale as the original diagram?

13. Again, you have a line-based diagram in an illustration package. You want to export the diagram into a document in a word processor or a desktop publishing package. The only format in which you are going to publish the document is Acrobat PDF. In what file format do you export the diagram, and why?

14. In writing terms, what is the difference between passive voice and active voice? (Give some examples.)

15. What file types have .hhc and .hhp extensions, and what are they used for?

16. Broadly, what are the differences between A4 and Letter page sizes?

17. In Microsoft Word, which field code do you use to insert the text of a preceding heading paragraph?

18. When creating a Microsoft Word document, how do you add space between paragraphs?

19. What is the programming language on which the Acrobat PDF format is based?

20. Which website would you visit for the definition of HTML and its related standards?

21. What is the difference between HTML and XML?

22. What is the difference between HTML and XHTML?

23. (Only if previous answer scored 2 or higher.) What is the difference between a valid XML document and a well-formed XML document?

24. (Only if previous answer scored 2 or higher.) What is the difference between XSLT and XSLFO?