

APPENDIX A

Careers in Business

PRACTICE EXAMINATION A

Matching Questions (A)

Job Search Techniques

Complete the statements with a matching phrase.

- | | |
|------------------------------------------|------------------------------------------------------------------|
| 1. Before starting your job search _____ | a. interview skills. |
| 2. Build a network of _____ | b. people who can help you. |
| 3. Make sure your _____ | c. take time to analyze your strengths and weaknesses. |
| 4. Fine tune your _____ | d. letter of application and résumé are up-to-date and accurate. |

True-False Questions (A)

5. T F It is best to use a standardized résumé and cover letter for all prospective employers.
6. T F From a practical standpoint, there is no difference between a job and a career.
7. T F Some people just work at a job because they need money to survive instead of being concerned about a career.
8. T F For most Americans, the average income they earn is tied to the number of years of education they have obtained.
9. T F The greatest increase in employment, until the year 2008, will be in manufacturing jobs.
10. T F Retraining will diminish in importance by the year 2008.
11. T F Older workers will increase in the work force by the year 2008.
12. T F Fees charged by private employment agencies can run as high as 20 percent of an employee's first-year salary.
13. T F To attract attention, use passive words and phrases on résumés.
14. T F Cooperative work/school programs can provide valuable work experience.

Multiple-Choice (A)

15. Which question is *least* important in making a career choice?
 - a. What types of activities do you enjoy?
 - b. What do you do best?
 - c. Where did you attend public school?
 - d. What kind of education will you need?
 - e. Where do you want to live?
16. According to the *Occupational Outlook Handbook*, which of the following areas of the country will experience the greatest population gain?
 - a. Northwestern
 - b. Western and Southern
 - c. Southeastern
 - d. Northeastern
 - e. Southwestern
17. Professional sources for finding employment include
 - a. friends, relatives, and colleagues.
 - b. teachers, employers, and business people.
 - c. trade associations and publications.
 - d. business and civic groups.
 - e. all of the above.
18. What types of information do most job application forms require from the applicant?
 - a. personal data
 - b. criminal record
 - c. educational background
 - d. employment history
 - e. character references and all the above
19. Résumés should not use passive words or phrases such as
 - a. was responsible for.
 - b. managed.
 - c. created.
 - d. developed.
 - e. coordinated.
20. During an interview, job applicants should
 - a. never ask about the firm's operations.
 - b. keep good eye contact with the surroundings.
 - c. take an active part and volunteer information.
 - d. press for a hiring decision.
 - e. discuss salary early in the interview.

Completion Questions (A)

Complete each statement.

21. People work at a _____ because they need money to survive.
22. People choose a _____ because there is a commitment to a profession and to their own interests and talents.
23. A fee for helping people find a job is charged by _____ employment agencies.
24. A _____ should highlight and summarize your abilities and work achievements.

PRACTICE EXAMINATION B

Matching Questions (B)

Personal Factors Influencing Career Choices

Match the factors with the questions.

- | | | |
|----------|----------------------------------------------------|---------------|
| 1. _____ | Why should you get a degree or complete a program? | a. activities |
| 2. _____ | What excites you? | b. skills |
| 3. _____ | Where do you want to live? | c. education |
| 4. _____ | What do you do best? | d. location |

True-False Questions (B)

Select the correct answer.

5. T F Mock interviews can help build self-confidence.
6. T F Automation of offices will create more computer-related jobs.
7. T F According to the *Occupational Outlook Handbook*, the population in the midwestern section of the country will increase by the year 2000.
8. T F Most of the jobs offered through state employment agencies are professional in nature rather than semi-skilled or unskilled.
9. T F The classified ad section in the local newspaper is the first source of information for most people looking for a job.
10. T F A résumé presents your work experience, major accomplishments, and education background.
11. T F An interview question that most applicants find easy to answer is "What can you tell me about yourself?"
12. T F An ability to work well with others in a variety of settings is a trait that successful people usually possess.
13. T F For most firms, the decision to hire is made during the first interview.
14. T F Generally, people who are promoted know how to make decisions, communicate well, and handle stress.

Multiple-Choice Questions (B)

Select the most accurate answer.

15. Job search techniques for applicants should include the following *except*
 - a. analyzing strengths and weaknesses.
 - b. building a network of people who can help you.
 - c. working in a cooperative training program.
 - d. updating résumé and letter of application.
 - e. improving interviewing skills.

16. Which of the following statements is false?
 - a. All jobs require employees to do something.
 - b. Education increases potential earning power.
 - c. The amount of education required is determined by the career.
 - d. It is helpful to list your strongest job-related skills.
 - e. Activities that you enjoy do not directly affect a career choice.
17. According to *Money* magazine, the place to live that has the best weather conditions is
 - a. San Jose, California.
 - b. Gainesville, Florida.
 - c. Seattle, Washington.
 - d. Albuquerque, New Mexico.
 - e. Chapel Hill, North Carolina.
18. Which of the following is *not* an appropriate tip for completing employment applications?
 - a. Do a "dry run" to practice answering the questions on the application form.
 - b. Complete the application in ink, or better yet, type it.
 - c. Check for grammatical or spelling errors to make sure it is correct.
 - d. Leave the spaces blank that do not apply or that you do not want to answer.
 - e. Read all questions before you begin answering them.
19. According to corporate recruiters, which of the following factors give job candidates a definite advantage?
 - a. work experience
 - b. ability to communicate well
 - c. clear job goals
 - d. realistic career goals
 - e. all of these are correct
20. A first letter to a firm about a job opening is usually referred to as the application letter. It should
 - a. briefly describe an applicant's qualifications.
 - b. take the place of a résumé.
 - c. be at least three pages long.
 - d. use a personal-letter format.
 - e. avoid directly asking for an interview.
21. After a job interview, what should the applicant do?
 - a. Send a thank-you letter to the interviewer
 - b. Simply wait for the second interview
 - c. Continue interviewing with other managers in the same firm
 - d. Call the interviewer to find out when a decision will be made
 - e. Call personnel to find out about the salary for the position
22. Which of the following activities reduces the chances of building a successful career?
 - a. Evaluate yourself
 - b. Build skills
 - c. Refuse difficult projects
 - d. Continue to learn
 - e. Begin networking

Completion Questions (B)

Complete each statement.

23. It is through the _____ that the firm gets to know you and your qualifications.
24. The first interview is used to _____ applicants.

25. To accept a job, you should send the firm a letter in which you
- express your _____.
 - accept the _____.
 - restate the conditions of _____ as you understand them.

PRACTICE EXAMINATION C

True-False Questions (C)

Select the correct answer.

- T F Before starting your job search, take time to analyze your strengths and weaknesses.
- T F You should never allow your personal interests or hobbies to influence a career choice.
- T F In the next decade many new jobs will be created in the health professions.
- T F Jobs in the service industries will account for an increasing proportion of total employment.
- T F In the next decade campus placement offices will no longer be of value in finding employment.
- T F Verbal and written communication skills are increasingly important in all aspects of business.
- T F Clear and realistic job and career goals can give a job applicant a definite advantage.
- T F An interview question that job applicants often find difficult to answer is "Why should we hire you?"
- T F When the applicant accepts the job, the employment process is completed.
- T F An interview should be a two-way conversation rather than a question-and-answer session.

Multiple-Choice Questions (C)

Select the most accurate answer.

- The amount of education you need is
 - determined by the career you choose.
 - a college degree.
 - limited to the job itself.
 - determined by the interviewer.
 - questionable, and in most jobs, unimportant.
- By 2008 the work force is expected to increase by 22 percent. What trend is expected in employment opportunities?
 - Automation will create new computer-related jobs.
 - The number of women and older workers in the work force will increase.
 - Training and retraining will become increasingly more important.
 - There will be a greater emphasis on job sharing and flexible hours.
 - All of the above trends are expected in the work force by 2008.

13. A recent college graduate is talking with an employment counselor that is charging 20 percent of an employee's first-year salary. Which of the following is being used?
 - a. campus placement office
 - b. private employment agency
 - c. state employment agency
 - d. temporary service
 - e. job information bureau
14. The goal of a résumé and cover letter is to
 - a. give the potential employer the impression that you are someone who deserves an interview.
 - b. provide the interviewer with a guide for interviewing you.
 - c. qualify you for a job.
 - d. satisfy federal guidelines for employment.
 - e. reveal the details of every job you have held.
15. Which of the following should get top billing on a résumé of a recent college graduate?
 - a. Educational background
 - b. Major accomplishments
 - c. Awards
 - d. Job experience
 - e. Marital status
16. Which of the following traits do most successful people possess?
 - a. The ability to handle stress
 - b. A combination of technical and managerial skills
 - c. The ability to communicate well
 - d. The ability to get along with people
 - e. All of the above are important traits

Completion Questions (C)

Complete each statement.

17. Questions about personal factors that influence career choices are:
 - a. What type of _____ do you enjoy?
 - b. What do you do _____ and what would an employer would be willing to pay for?
 - c. What kind of _____ will you need?
 - d. Where do you want to _____ ?
18. Doing a job search requires using the same effective work habits that employees use on the job. First, resist the temptation to take a day off. Instead, make a _____ list of the activities that you want to accomplish each day. These activities should include: making _____, doing job _____, and scheduling _____.
19. An occupational search requires _____ and _____.

ANSWERS TO PRACTICE EXAMINATIONS

Practice Exam A

1. c
2. b
3. d
4. a
5. F
6. F
7. T
8. T
9. F
10. F
11. T
12. T
13. F
14. T
15. c
16. d
17. b
18. e
19. e
20. a
21. c
22. job
23. career
24. private
25. résumé

Practice Exam B

1. c
2. a
3. d
4. b
5. T

6. T
7. F
8. F
9. T
10. T
11. F
12. T
13. F
14. T
15. c
16. e
17. a
18. d
19. e
20. a
21. a
22. c
23. interview
24. screen
25. appreciation
job offer
employment

Practice Exam C

1. T
2. F
3. T
4. T
5. F
6. T
7. T
8. T
9. F
10. T
11. a

12. e
13. b
14. b
15. a
16. e
17. activities
 best
 education
 live
18. master; contacts; research; interviews
19. patience; perseverance