

Chapter 01

1. A Job Search Journey is once in a lifetime event that cannot be repeated.

- a. True
- b. False

ANSWER: False

2. You should write your resume in Phase One of your Job Search Journey, *Prepare for the Journey*.

- a. True
- b. False

ANSWER: False

3. Your Career Builder Files contain both documents that you create and documents from other sources.

- a. True
- b. False

ANSWER: True

4. The most successful job seekers spend all their time looking for jobs, not keeping records of their job search activities.

- a. True
- b. False

ANSWER: False

5. Because your goals are personal, you should not tell anyone what they are.

- a. True
- b. False

ANSWER: False

6. Only long-term goals need to be in writing.

- a. True
- b. False

ANSWER: False

7. In which phase of the Job Search Journey would you network with others to find job openings?

- a. Prepare for the Journey
- b. Create Your Resume
- c. Apply for Jobs
- d. Shine at Interviews
- e. Connect, Accept, and Succeed

ANSWER: c

8. When looking for a job that is a good match with my job target, the most important thing to consider is which job:

- a. pays the most, including wages and benefits.
- b. is the best match with your skills, strengths, and interests.
- c. will help you make the leap to the next job level at this or another company.

ANSWER: b

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9. Your Job Search Journey can be exciting because:

- a. there may be more job options available to you than you realize right now
- b. completing the journey quickly might help you get a good grade for this course.
- c. taking a vacation trip will be something you can do once you have a good job.

ANSWER:

a

10. A ____ involves performing a designated set of responsibilities and duties for a specific employer.

- a. job
- b. career
- c. both a and b

ANSWER:

a

11. After interviewing for a job:

- a. that is the end of the process, except for waiting patiently for the interviewer to contact you.
- b. follow up with potential employers to ensure they continue to see you as a possible employee.
- c. post on social media that you are waiting for the company to offer you a job.

ANSWER:

b

12. The section of your Career Builder Files that contains documents that you will share with others, especially during interviews, is called:

- a. About You
- b. About Jobs
- c. Final Portfolio

ANSWER:

c

13. The About Me section of your Career Builder Files could contain which group of documents?

- a. Your draft job applications, master resume, job site usernames, and passwords
- b. Samples of your work, proof of identity, Career Action Worksheets from this textbook
- c. List of jobs you can apply for, a list of companies in your career field, your network contacts

ANSWER:

b

14. Which of the following should you include in your Master Career Portfolio?

- a. Select samples of your work
- b. Your resume
- c. a written version of your 30-second Commercial
- d. A copy of your LinkedIn profile
- e. All of the above

ANSWER:

e

15. What systems can you use to organize your files for your job search?

- a. A file folder or a binder with tabs to hold all printed documents and notes
- b. Cloud storage sites that you are comfortable using such as Microsoft's OneDrive, Apple's iCloud, DropBox or Google's Drive
- c. The tools you are used to using on your own computer for storing your files (and keeping them backed up)

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d. All of the above

ANSWER:

d

16. A SMART goal is:

- a. one that you can achieve in a short period of time.
- b. a goal that is specific, measurable, achievable, realistic, and time sensitive.
- c. a long-term goal, like getting a degree, with lots of smaller steps such as completing certain courses.

ANSWER:

b

17. Having a positive outlook can affect your:

- a. performance.
- b. confidence.
- c. health.
- d. energy level.
- e. all of the above

ANSWER:

e

18. Being proactive means:

- a. focusing on solving problems and taking responsibility.
- b. being physically active to stay healthy and mentally alert.
- c. actively talking to others about your problems, while avoiding difficult situations.

ANSWER:

a

19. What are some ways to manage your time?

- a. Plan ahead to avoid doing things at the last minute.
- b. Break large projects into small, manageable steps.
- c. Use a calendar or daily planner.
- d. All of the above

ANSWER:

d

20. Short-term goals are:

- a. goals you want to meet relatively quickly.
- b. steps you need to take to meet your long-term goals.
- c. ambitious goals
- d. both a and b

ANSWER:

d

21. Defining your goals in writing:

- a. increases your chance of achieving them.
- b. clarifies the steps you need to take.
- c. helps you remember important details.
- d. all of the above
- e. b and c only

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ANSWER:

d

22. Describe or name the five phases of your Job Search Journey.

ANSWER: Students' answers will vary on the level of detail. At this time, it is sufficient to give approximate names of the phases and a rough description. Extra points might be given for listing steps. Example description: Get ready by getting organized and collecting everything in one place, write my resume, apply for jobs, be interviewed, accept a job.

23. Why is it a good idea to get organized as the first step in your Job Search Journey? List three things you will do to get organized for your Job Search Journey.

ANSWER: Getting organized now makes it easier to quickly access information needed for other steps in the journey. Student answers should include three of the following benefits of getting organized: (1) collect information in one place to make it easier to write resumes and/or job applications, (2) keep track of people who can help with the Job Search Journey, (3) be able to find documents when needed, (4) be able to move quickly when a job interview is scheduled, and (5) demonstrate professional organization to prospective employers.

24. Describe three ways that a positive attitude and behavior can help you on your Job Search Journey.

ANSWER: Students can include three of the following benefits of a positive attitude: (1) build self-esteem and confidence; (2) generate mental and physical energy; (3) maintain health; (4) guide you toward goals; (5) help you stay focused to effectively market yourself; (6) project enthusiasm, competence, and presence; and (7) improve your performance.