

TRUE/FALSE

1. Self-actualization is a lifelong process.

ANS: T PTS: 1

2. Self-improvement is a goal to attain.

ANS: F PTS: 1

3. Behavior modification is a self-improvement technique.

ANS: T PTS: 1

4. Aptitude and interest tests are designed to provide clues about your deep-seated fears of failure.

ANS: F PTS: 1

5. A mentor can assist with your training and on the job development.

ANS: T PTS: 1

6. A try-out experience is one of the least effective ways to test your interest and aptitude for a job.

ANS: F PTS: 1

7. It is essential that self-improvement goals and action plans be written out.

ANS: T PTS: 1

8. SMART goals are significant, mentored, attainable, reasonable, and timely.

ANS: F PTS: 1

9. It is unwise to share your goals with others.

ANS: F PTS: 1

10. Some people fail to achieve their goals simply because they get discouraged and give up.

ANS: T PTS: 1

11. It is a good idea to think of each goal as a contract with yourself.

ANS: T PTS: 1

12. Goals and action plans should not change during your life span.

ANS: F PTS: 1

13. Rewards are generally better motivators than punishments.

ANS: T PTS: 1

14. You should be open minded and respectfully consider your mentor's advice.

ANS: T PTS: 1

15. Mentoring is designed to benefit only the employee.

ANS: F PTS: 1

16. The Employee Assistance Program is helpful but expensive to the employee.

ANS: F PTS: 1

17. Career interest and aptitude tests can help you better understand your potential for success in various career fields.

ANS: T PTS: 1

18. You alone will interpret interest and aptitude tests and formulate a career strategy.

ANS: F PTS: 1

19. An internship is a way to test your interests and abilities and build your self-confidence before you commit to a career program.

ANS: T PTS: 1

20. An internship may result in a job opportunity.

ANS: T PTS: 1

MULTIPLE CHOICE

21. People who lack self-confidence are usually

- a. outgoing.
- b. timid and shy.
- c. positive and cheerful.
- d. pleasant and happy.

ANS: B PTS: 1

22. Positive self-talk can build confidence as it programs the mind to

- a. send negative messages.
- b. problem solve.
- c. send positive messages.
- d. be confused.

ANS: C PTS: 1

23. A technique to imagine your renewed and improved personality is called

- a. learning.

- b. praising.
- c. mentoring.
- d. imaging.

ANS: D PTS: 1

24. Failure can lead to success when you
- a. take criticism defensively.
 - b. use criticism to redirect your life.
 - c. ignore criticism.
 - d. aggressively respond to criticism.

ANS: B PTS: 1

25. The goal "To learn more about the environment" is
- a. an excellent goal.
 - b. an action plan.
 - c. a vague goal.
 - d. all of these choices.

ANS: C PTS: 1

26. "To obtain an associate degree in fiber optics" would most likely be a
- a. strategy.
 - b. goal.
 - c. plan.
 - d. reward.

ANS: B PTS: 1

27. You can hold yourself accountable for your goals by
- a. keeping your goals in a diary or journal.
 - b. sharing them with others.
 - c. contracting with yourself.
 - d. all of these choices.

ANS: D PTS: 1

28. A person who helps you develop and adjust on the job is called a/an
- a. coworker.
 - b. mentor.
 - c. advocate.
 - d. analyst.

ANS: B PTS: 1

29. Behavior modification involves the use of
- a. reinforcements or rewards.
 - b. mentors.
 - c. coaches.
 - d. none of these choices.

ANS: A PTS: 1

30. All rewards for behavior modification should be
- a. monetary.

- b. expensive.
- c. realistic.
- d. a form of recreation.

ANS: C PTS: 1

MATCHING

Match each term with the correct statement below.

- a. Employee Assistance Program
 - b. self-confidence
 - c. goals
 - d. action plan
 - e. SMART goals
 - f. goal setting
 - g. reinforcement
 - h. internship program
 - i. self-actualization
 - j. try-out experience
31. Growing to reach your greatest potential.
32. Well-focused achievable goals.
33. Your personal strength and a belief that you are worthy and talented.
34. Reward or benefit from changing behavior through behavior modification technique.
35. Helps employees deal with personal problems that might adversely affect their work, health, or well-being.
36. An actual on-the-job opportunity for a limited period of time.
37. Clearly stated results that you want to achieve within a specified period of time.
38. An organized series of steps to achieve a specific goal.
39. The overall process for achieving your goals.
40. Coordinates classroom and laboratory training with on-the-job training in the work environment.

31. ANS: I PTS: 1
32. ANS: E PTS: 1
33. ANS: B PTS: 1
34. ANS: G PTS: 1
35. ANS: A PTS: 1
36. ANS: J PTS: 1
37. ANS: C PTS: 1
38. ANS: D PTS: 1
39. ANS: F PTS: 1
40. ANS: H PTS: 1