

Chapter 02 Testbank - Static

Student: _____

1. Corporate culture refers to the methods used by an organization to determine the value of employee benefits.

True False

2. An interest inventory measures the natural abilities that people possess.

True False

3. Certain careers increase and decrease in demand based on changes in interest rates.

True False

4. Libraries usually have a variety of information sources for career planning including government publications and industry brochures.

True False

5. In recent years, nearly 80% of new U.S. jobs occurred in companies with fewer than 100 employees.

True False

6. The purpose of an informational interview is to obtain employment from a branch office of a major corporation.

True False

7. Government supported employment services can assist individuals with finding a job.

True False

8. A cafeteria-style employee benefits program allows workers to select the benefits they prefer based on their personal situations.

True False

9. A tax-exempt employee benefit is usually more advantageous than a tax-deferred benefit.

True False

10. Continuing career education can be through formal or informal methods.

True False

11. A mentor is an experienced employee who serves as a teacher and counselor for a less experienced person in a career field.

True False

12. A person's birth date, sex, height, and weight should only be included on a resume, if that information relates specifically to qualifications for an employment position.

True False

13. A list of grades received in school is commonly included on a resume.

True False

14. References are generally omitted from a resume.

True False

15. Functional resumes emphasize a person's skills and abilities in categories such as communications, research, and human relations.

True False

16. The purpose of a cover letter is to determine if a company has jobs available.

True False

17. A screening interview is reserved for only the finalists in a job search.

True False

18. An elevator speech is a short, persuasive, focused summary of your unique experiences and skills used when networking.

True False

19. A medical-spending account (Archer MSA) allows people to pay health care costs with pretax dollars.

True False

20. Compared to a job, a career:

A. Does not offer a path for occupational growth.

B. Requires a commitment to a position.

C. Requires continued training.

D. Has limited opportunities for advancement.

E. Leads to an internship.

21. A(n) _____ is an employment position that is obtained mainly to earn money.

- A. career
- B. job
- C. internship
- D. apprenticeship
- E. cooperative

22. Which one of the following is defined as a commitment to a profession that requires continued training and offers a clear path for occupational growth?

- A. Apprenticeship
- B. Job
- C. Internship
- D. Career
- E. Cooperative employment experience

23. You may identify a satisfying career using guidance tests that:

- A. evaluate the job market.
- B. identify potential job opportunities.
- C. develop a resume and cover letter.
- D. plan for career growth.
- E. measure your interests, abilities, and personal qualities.

24. The final step of the career planning and advancement process is to:

- A. implement a program for career development.
- B. research employment.
- C. identify specific employment opportunities.
- D. Interview for available positions.
- E. evaluate job offers.

25. In the career planning and advancement process, after identifying specific job opportunities, a person should:

- A. assess personal goals, abilities, and career fields.
- B. develop a resume and cover letter.
- C. evaluate job offers.
- D. implement a program for career development.
- E. research the employment market.

26. Career opportunities are based on which social influence:

- A. Interest rates.
- B. Inflation.
- C. Foreign competition.
- D. Demographic trends.
- E. Consumer demand.

27. Natural abilities that people possess are called:

- A. interests.
- B. aptitudes.
- C. attitudes.
- D. personality traits.
- E. occupational techniques.

28. Mathematical abilities, problem-solving skills, and physical dexterity are examples of:

- A. interests.
- B. survival skills.
- C. aptitudes.
- D. occupational attitudes.
- E. on-the-job training.

29. Which of the following economic conditions can affect career opportunities?

- A. High interest rates
- B. Decreased global demand for goods and services
- C. Price increases
- D. All of these
- E. None of these

30. Changes in the demand for goods and services are an example of a(n) _____ influence on the job market.

- A. economic
- B. social
- C. political
- D. technological
- E. industrial

31. Which of the following is an example of an industry trend that could affect the job market?

- A. Increased use of computers in manufacturing
- B. Fewer children being born
- C. Higher interest rates
- D. Lower inflation rates affecting spending
- E. More families with both parents working

32. Bill Evans is concerned about the effect of current economic conditions on various career fields. Which one of the following would be *most* useful to Bill as he addresses his concerns?

- A. *Occupational Outlook Handbook*
- B. Newspaper and Television
- C. Campus Career Development Office
- D. Career Fair
- E. Professional Association

33. The *Occupational Outlook Handbook* would be *most* useful for determining:

- A. jobs available in your community.
- B. current economic conditions.
- C. detailed information on various career clusters.
- D. interview questions for various careers.
- E. suggested resume formats for various career fields.

34. Which one of the following is a professional association that can assist in career planning for a specific career area?

- A. Bureau of Labor Statistics
- B. Chamber of Commerce
- C. Rotary Club
- D. American Marketing Association
- E. U.S. Department of Labor

35. The purpose of an informational interview is to:

- A. obtain employment.
- B. reduce the number of potential candidates.
- C. ask job candidates some general questions.
- D. practice interview skills.
- E. gather information about an organization or a career.

36. Kenton Greer wants to locate employment positions presently available in his career area. This information would be *best* obtained by using:

- A. the *Occupational Outlook Handbook*.
- B. business contacts.
- C. an informational interview.
- D. the Bureau of Labor Statistics.
- E. business and economic news reports.

37. To determine the difference between two job offers with different salaries and employee benefits, you can use which method?

- A. Credit report
- B. Market value calculation
- C. Present value calculation of a pension program
- D. Present value calculation of a retirement plan
- E. Vesting

38. Barb Hotchkins is in the 28 percent tax bracket. A tax-exempt employee benefit with a value of \$500 would have a tax-equivalent value of approximately:

- A. \$694.
- B. \$528.
- C. \$500.
- D. \$360.
- E. \$140.

39. Federal tax-deferred employee benefits are:

- A. not subject to federal income tax.
- B. not subject to state income tax.
- C. taxed at some future time.
- D. are taxed at a special rate.
- E. only available to union employees.

40. Efficient work habits consist of using:

- A. lists.
- B. goal setting.
- C. note taking.
- D. time management techniques.
- E. All of these

41. A common criticism of including a career objective on a resume is that it:

- A. may be too vague.
- B. takes too much room on the resume.
- C. is frequently the same as that of other candidates.
- D. is not of interest to most employers.
- E. usually does not relate to the job sought.

42. The education section of a resume should include:

- A. names of instructors.
- B. course numbers.
- C. individual course grades.
- D. schools attended.
- E. class activities.

43. Tom Husson recently coordinated a fund raising project for an organization that assists homeless youth. This would most likely be an example of experience in:

- A. doing research on a company.
- B. obtaining financial planning and budgeting skills.
- C. public speaking.
- D. human relations.
- E. problem solving.

44. A chronological resume sequences personal data based on:

- A. experience.
- B. education.
- C. areas or ability.
- D. career goal.
- E. time.

45. A _____ resume presents a person's education, work experience, and other information in a reverse time-sequence.

- A. goal-oriented
- B. functional
- C. chronological
- D. targeted
- E. data base

46. A functional resume is *best* for a person who:

- A. has diverse skills and time gaps in their experience.
- B. is interested in a specific job.
- C. has a continuous school and work record.
- D. plans to advance in the same career area.
- E. has just completed school.

47. A person who has worked in many fields and has a variety of skills in categories such as communications, research, and supervision would probably be *best* served with the use of a _____ resume.

- A. targeted
- B. functional
- C. chronological
- D. goal-oriented
- E. career change

48. A _____ resume is designed to obtain a specific job.

- A. functional
- B. chronological
- C. goal-oriented
- D. targeted
- E. data

49. A person's resume should generally be limited to :

- A. one page.
- B. two pages.
- C. three pages.
- D. four pages.
- E. five or more pages depending on experiences.

50. Creative resumes or those with a gimmick are *most* appropriate for careers in:

- A. accounting.
- B. finance.
- C. advertising.
- D. information technology.
- E. human resources.

51. What is the purpose of a cover letter?

- A. Obtain career planning information
- B. Request a reference for a job
- C. Develop resume information
- D. Research a career area
- E. Express interest in a job and help you obtain an interview.

52. The purpose of the development section of a cover letter is to:

- A. express interest in a specific job.
- B. request an interview.
- C. get the reader's attention.
- D. get the reader to take action.
- E. highlight background that qualifies the applicant for a specific job.

53. An interview designed to reduce the number of candidates for a position to a workable size is a(n) _____ interview.

- A. screening
- B. informational
- C. selection
- D. contact
- E. follow-up

54. The purpose of a screening interview is to:

- A. make business contacts.
- B. reduce the number of applicants for a job.
- C. locate potential people for advancement within the company.
- D. judge the best qualified candidates for a position.
- E. obtain information on available jobs in an area.

55. The finalists for a job position are invited for a(n) _____ interview.

- A. informational
- B. confirmation
- C. selection
- D. screening
- E. personal contact

56. The purpose of a behavioral interview is to:

- A. select the best applicants for further interviewing.
- B. obtain training information on a career area.
- C. better evaluate candidates for on-the-job potential.
- D. explore possible job opportunities in a career area.
- E. locate potential candidates for a position.

57. Which one of the following would likely lead to the most added income over an individual's working career?

- A. Two year vocational degree
- B. Bachelor's degree
- C. Master's degree
- D. Professional or doctorate degree
- E. Associate's degree

58. Which of the following would be a competency commonly associated with successful people?

- A. An ability to work well with others in a variety of settings
- B. A willingness to cope with conflict and adapt to change
- C. An ability to solve problems creatively in team settings
- D. Effective written and oral communication skills
- E. All of these are competencies commonly associated with successful people

59. Ned Turner has done some research and has found that the population in the U.S. is living longer which means there will be an increased need for health care professionals in the future. This is an example of _____ influencing jobs in the future.

- A. demographic trends
- B. economic conditions
- C. industry trends
- D. geographic trends
- E. educational trends

60. Jeremy Irons has done some research and has discovered that average incomes are high in metropolitan areas such as Boston, New York, Los Angeles, and Chicago. Based on his findings, Jeremy believes these areas will experience greater population and job growth as a result. This is an example of _____ influencing jobs in the future.

- A. technology trends
- B. economic conditions
- C. industry trends
- D. geographic trends
- E. educational trends

61. Blake Edwards has done some research and has discovered that economists believe interest rates will rise significantly over the next two years. Blake believes that this will lead to fewer homes being sold and fewer jobs in the banking and mortgage industries. This is an example of _____ influencing jobs in the future.

- A. demographic trends
- B. economic conditions
- C. industry trends
- D. geographic trends
- E. educational trends

62. Billy Freniere has gone to the career placement center at his university. He has taken both an interests test and a personality test and has found careers where his interests and personality are well suited. Which step in the career planning and advancement process has Billy completed?

- A. Assess and research personal goals, abilities and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

63. Brock Trotter has gone to monster.com as well as his local newspaper and has found five job possibilities that he feels fit his abilities and interests. Which step in the career planning and advancement process has Brock completed?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

64. Austin Guess has written his resume and had it checked by his career placement center for errors. He plans on sending it to three companies he has identified as having job openings. Which step in the career planning and advancement process is Austin completing?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

65. Kyle Burroughs has purchased a suit and has interviewed with three companies through the career placement center at his university. He was surprised by some of the questions asked and does not feel he answered them well. He has developed some answers that he feels are better answers and better reflects his abilities and aptitudes. Which step in the career planning and advancement process has Kyle completed?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

66. Jason Liang has gotten three job offers. He is now looking at the benefits packages of all three to see what he likes and doesn't like. Which step in the career planning and advancement process is Jason completing?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

67. Jennifer Ryan wants to gain some employment experience so when she is ready to start a career she has something to offer a company. She has decided to work 20 hours a week for a local accounting firm answering the phone and assisting the partners in completing tax returns. Which of the following employment experience strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

68. Tara Guest wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to help the Edmond Historical Society present programs to local school children. Which of the following employment experience strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

69. Lisa Trotter wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to help with the homecoming parade for the University of Central Oklahoma where she goes to school full-time. Which of the following employment strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

70. Lori Burroughs wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has talked to the career placement center at her university. They tell her she can get a job with a local company for the summer and earn college credit while working. Which of the following employment strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

71. Which of the following is the process of making and using contacts in the business world for obtaining and updating career information and finding job opportunities?

- A. Networking
- B. An internship
- C. A career fair
- D. A cover letter
- E. Financial planning

72. Which of the following is an opportunity to contact several firms in a short time span? (Hint: It is often held at local universities or convention centers.)

- A. Networking
- B. An internship
- C. A career fair
- D. A cover letter
- E. An informational interview

73. Which of the following is sent to a company to indicate your interest in a position and to obtain an interview? (Hint: It is generally accompanied by your resume.)

- A. List of references
- B. College transcript
- C. Diploma
- D. Cover letter
- E. Recommendation letter

74. Which of the following is the point at which retirement contributions made on your behalf by the company belong to you even if you no longer work for the company?

- A. Networking
- B. Vesting
- C. A tax deferred benefit
- D. A tax exempt benefit
- E. Break even

75. Which of the following is a benefit on which you pay taxes at some future date?

- A. Cafeteria-style benefit
- B. Vesting
- C. Tax-deferred benefit
- D. Tax-exempt benefit
- E. Exclusion

76. _____ is a benefit on which you pay no taxes.

- A. Networking
- B. Vesting
- C. A tax-deferred benefit
- D. A tax-exempt benefit
- E. An opportunity cost

77. With completion of a bachelor's degree one can expect to earn _____ in income over a 40-year period.

- A. \$2.6 million
- B. \$1.7 million
- C. \$3.6 million
- D. \$2.3 million
- E. \$4.3 million

78. Caroline lives in City A and earns \$50,000 per year. The cost of living index in City A is .8. She is considering a move to City B which has a cost of living index of .9. How large a salary will she require in City B to maintain her current standard of living?

- A. \$44,444
- B. \$40,000
- C. \$56,250
- D. \$45,000
- E. \$50,000

79. The term *networking* refers to:

- A. using the internet to locate job listings.
- B. making and using contacts to obtain and update career information.
- C. accessing career databases online.
- D. building a list of references to provide to prospective employers.
- E. designing an electronic system for storing resumes and job related information.

80. Which one of the following is not an element of *corporate culture*?

- A. Management styles
- B. Work intensity
- C. Government regulations
- D. Dress codes
- E. Social interactions

81. Joseph is eligible for a *nontaxable* life insurance benefit with an annual premium of \$400 paid entirely by his employer. Assuming Joseph is in a 25% bracket, how much would he have to earn to pay for this benefit with after-tax dollars?

- A. \$425.00
- B. \$533.33
- C. \$433.33
- D. \$500.00
- E. \$400.00

82. In addition to inflation and consumer demand, what is another economic factor that can affect career opportunities?

- A. Demographic trends
- B. Interest rates
- C. Foreign competition
- D. Changing uses of technology
- E. Geographic trends

83. Having a relationship with a mentor can provide the following benefit(s):

- A. personalized training.
- B. access to influential people.
- C. emotional support during difficult times.
- D. growth in technical and social areas of a career.
- E. all of these.

84. Which of the following is an example of the type of information that you would not include on a resume unless it applies to specific job qualifications?

- A. Name
- B. Address
- C. Height and weight
- D. E-mail address
- E. Telephone number

85. The following information is generally not included on a resume:

- A. Education
- B. References
- C. Hobbies
- D. Organizational experience
- E. Honors

86. A type of employee benefits program that allows workers to base their job benefits on a credit system and personal needs is called:

- A. cafeteria-style.
- B. mandatory.
- C. flexible.
- D. voluntary.
- E. bundled.

87. In recent years, approximately what percent of new jobs in the U.S. economy occurred in companies with fewer than 100 employees?

- A. 10
- B. 25
- C. 50
- D. 80
- E. 90

88. The main sources of networking include the following:

- A. Community organizations
- B. Professional associations
- C. Business contacts
- D. All of these
- E. None of these

89. Trade-offs of career decisions may include:

- A. selecting challenging employment over employment offering the most money
- B. refusing a promotion to move to employment that would reduce leisure time
- C. choosing part-time employment to have more time with children
- D. giving up a secure job to operate your own business.
- E. all of these

90. Career choices require periodic evaluation of trade-offs related to:

- A. Personal factors
- B. Social factors
- C. Economic factors
- D. All of these
- E. None of these

91. Service industries that are expected to continue to have the greatest employment potential include:

- A. Airlines
- B. Information technology
- C. Oil refineries
- D. Auto manufacturers
- E. None of these

92. It is legal for an interviewer to ask you: A. about marital status.

- A. ANSB. for proof that you are over 18 years old
- B. if you have any disabilities
- C. about religion
- D. where you were born.

93. Employability skills are missing in many potential employees and do not necessarily include:

- A. skills to obtain a work situation.
- B. skills to maintain a work situation.
- C. skills to advance in a work situation.
- D. skills to supervise others in work situation.
- E. any of these

94. Guidance tests may help to identify a satisfying career by measuring:

- A. abilities.
- B. interests.
- C. personal qualities.
- D. all of these.
- E. none of these.

95. When considering career training and skill development, what factors influence future income:

- A. education level.
- B. field of study.
- C. experiences.
- D. job market.
- E. All of these

96. The first step in the career planning and advancement process is:

- A. Develop a resume and cover letter.
- B. Research the employment market.
- C. Interview for available positions.
- D. Assess and research personal goals, abilities, and career fields.
- E. None of these

97. The following people are acceptable references as long as they can verify your abilities:

- A. teachers
- B. previous employers
- C. supervisors
- D. business colleagues
- E. All of these

98. When searching for employment, candidates can expect to interact with hiring managers through social networks using:

A.

a LinkedIn profile.

B. Twitter.

C. QR (quick response) codes.

D. Pinterest.

E. Any of these

99. What steps should a person take when planning a career?

100. What factors influence career opportunities?

101. Discuss the types of career information sources available for use when doing career planning.

102. Louise Ellis recently has been offered employment in another city. She has been employed in her current position for four years. What factors should Louise consider when evaluating this new position?

103. What activities are commonly suggested when preparing for a job interview?

104. You are given the choice of \$4,000 in extra taxable income per year or a tax-exempt medical policy. The medical policy costs \$300 per month. Your tax rate is 25%. Considering financial factors only, should you take the cash or the medical policy? Explain your decision.

105. Suzanne is beginning to think she needs to find a new job. She is happy with her present salary and job duties, and has a large corner office with a wonderful view of the city. In spite of this, she dreads going to work each day. Discuss four reasons that may indicate she may need to change careers.

106. What are the 3 steps to effective networking?

107. If you are planning on starting a business, what 3 main issues must you consider?

108. Prepare a list of interview questions you should expect in preparing for an interview.

Chapter 02 Testbank - Static Key

1. Corporate culture refers to the methods used by an organization to determine the value of employee benefits.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Work environment and considerations

2. An interest inventory measures the natural abilities that people possess.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career choice factors

3. Certain careers increase and decrease in demand based on changes in interest rates.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Basic

Topic: Job opportunities and searches

4. Libraries usually have a variety of information sources for career planning including government publications and industry brochures.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Basic

Topic: Employment search strategies

5. In recent years, nearly 80% of new U.S. jobs occurred in companies with fewer than 100 employees.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Job opportunities and searches

6. The purpose of an informational interview is to obtain employment from a branch office of a major corporation.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Job interviews

7. Government supported employment services can assist individuals with finding a job.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Job opportunities and searches

8. A cafeteria-style employee benefits program allows workers to select the benefits they prefer based on their personal situations.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Cafeteria-Style Employee Benefits

9. A tax-exempt employee benefit is usually more advantageous than a tax-deferred benefit.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Advanced

Topic: Taxation and employee benefits

10. Continuing career education can be through formal or informal methods.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-05 Analyze techniques available for career growth and advancement.

Level of Difficulty: Basic

Topic: Career development

11. A mentor is an experienced employee who serves as a teacher and counselor for a less experienced person in a career field.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-05 Analyze techniques available for career growth and advancement.

Level of Difficulty: Intermediate

Topic: Career development

12. A person's birth date, sex, height, and weight should only be included on a resume, if that information relates specifically to qualifications for an employment position.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

13. A list of grades received in school is commonly included on a resume.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

14. References are generally omitted from a resume.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Basic

Topic: Employment applications, cover letters, and résumés

15. Functional resumes emphasize a person's skills and abilities in categories such as communications, research, and human relations.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

16. The purpose of a cover letter is to determine if a company has jobs available.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

17. A screening interview is reserved for only the finalists in a job search.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Job Interviews

18. An elevator speech is a short, persuasive, focused summary of your unique experiences and skills used when networking.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement Employment Search Strategies.

Level of Difficulty: Basic

Topic: Employment search strategies

19. A medical-spending account (Archer MSA) allows people to pay health care costs with pretax dollars.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Basic

Topic: Medical-spending accounts

20. Compared to a job, a career:
- A. Does not offer a path for occupational growth.
 - B. Requires a commitment to a position.
 - C. Requires continued training.**
 - D. Has limited opportunities for advancement.
 - E. Leads to an internship.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career development

21. A(n) _____ is an employment position that is obtained mainly to earn money.
- A. career
 - B. job**
 - C. internship
 - D. apprenticeship
 - E. cooperative

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career development

22. Which one of the following is defined as a commitment to a profession that requires continued training and offers a clear path for occupational growth?
- A. Apprenticeship
 - B. Job
 - C. Internship
 - D. Career**
 - E. Cooperative employment experience

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career development

23. You may identify a satisfying career using guidance tests that:

- A. evaluate the job market.
- B. identify potential job opportunities.
- C. develop a resume and cover letter.
- D. plan for career growth.
- E. measure your interests, abilities, and personal qualities.**

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career choice factors

24. The final step of the career planning and advancement process is to:

- A. implement a program for career development.**
- B. research employment.
- C. identify specific employment opportunities.
- D. Interview for available positions.
- E. evaluate job offers.

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career development

25. In the career planning and advancement process, after identifying specific job opportunities, a person should:

- A. assess personal goals, abilities, and career fields.
- B. develop a resume and cover letter.**
- C. evaluate job offers.
- D. implement a program for career development.
- E. research the employment market.

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

26. Career opportunities are based on which social influence:

- A. Interest rates.
- B. Inflation.
- C. Foreign competition.
- D. Demographic trends.**
- E. Consumer demand.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Career development

27. Natural abilities that people possess are called:

- A. interests.
- B. aptitudes.**
- C. attitudes.
- D. personality traits.
- E. occupational techniques.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career choice factors

28. Mathematical abilities, problem-solving skills, and physical dexterity are examples of:

- A. interests.
- B. survival skills.
- C. aptitudes.**
- D. occupational attitudes.
- E. on-the-job training.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career choice factors

29. Which of the following economic conditions can affect career opportunities?

- A. High interest rates
- B. Decreased global demand for goods and services
- C. Price increases
- D. All of these**
- E. None of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Career choice factors

30. Changes in the demand for goods and services are an example of a(n) _____ influence on the job market.

- A. economic**
- B. social
- C. political
- D. technological
- E. industrial

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Economic conditions and factors

31. Which of the following is an example of an industry trend that could affect the job market?

- A.** Increased use of computers in manufacturing
- B. Fewer children being born
- C. Higher interest rates
- D. Lower inflation rates affecting spending
- E. More families with both parents working

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Advanced

Topic: Industry trends

32. Bill Evans is concerned about the effect of current economic conditions on various career fields. Which one of the following would be *most* useful to Bill as he addresses his concerns?

- A. *Occupational Outlook Handbook*
- B.** Newspaper and Television
- C. Campus Career Development Office
- D. Career Fair
- E. Professional Association

Accessibility: Keyboard Navigation

Blooms: Evaluate

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Career Information Sources

33. The *Occupational Outlook Handbook* would be *most* useful for determining:

- A. jobs available in your community.
- B. current economic conditions.
- C.** detailed information on various career clusters.
- D. interview questions for various careers.
- E. suggested resume formats for various career fields.

Accessibility: Keyboard Navigation

Blooms: Evaluate

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Career Information Sources

34. Which one of the following is a professional association that can assist in career planning for a specific career area?

- A. Bureau of Labor Statistics
- B. Chamber of Commerce
- C. Rotary Club
- D. American Marketing Association**
- E. U.S. Department of Labor

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Career Information Sources

35. The purpose of an informational interview is to:

- A. obtain employment.
- B. reduce the number of potential candidates.
- C. ask job candidates some general questions.
- D. practice interview skills.
- E. gather information about an organization or a career.**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Job interviews

36. Kenton Greer wants to locate employment positions presently available in his career area. This information would be *best* obtained by using:

- A. the *Occupational Outlook Handbook*.
- B. business contacts.**
- C. an informational interview.
- D. the Bureau of Labor Statistics.
- E. business and economic news reports.

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Career Information Sources

37. To determine the difference between two job offers with different salaries and employee benefits, you can use which method?

- A. Credit report
- B. Market value calculation**
- C. Present value calculation of a pension program
- D. Present value calculation of a retirement plan
- E. Vesting

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Present value

38. Barb Hotchkins is in the 28 percent tax bracket. A tax-exempt employee benefit with a value of \$500 would have a tax-equivalent value of approximately:

- A. \$694.
- B. \$528.
- C. \$500.
- D. \$360.
- E. \$140.

$$\$694 = \$500 / (1 - .28)$$

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Advanced

Topic: Taxation and employee benefits

39. Federal tax-deferred employee benefits are:

- A. not subject to federal income tax.
- B. not subject to state income tax.
- C. taxed at some future time.
- D. are taxed at a special rate.
- E. only available to union employees.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Advanced

Topic: Taxation and employee benefits

40. Efficient work habits consist of using:

- A. lists.
- B. goal setting.
- C. note taking.
- D. time management techniques.
- E. All of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-05 Analyze techniques available for career growth and advancement.

Level of Difficulty: Basic

Topic: Stages of career planning and advancement

41. A common criticism of including a career objective on a resume is that it:

- A. may be too vague.
- B. takes too much room on the resume.
- C. is frequently the same as that of other candidates.
- D. is not of interest to most employers.
- E. usually does not relate to the job sought.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

42. The education section of a resume should include:

- A. names of instructors.
- B. course numbers.
- C. individual course grades.
- D. schools attended.**
- E. class activities.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

43. Tom Husson recently coordinated a fund raising project for an organization that assists homeless youth. This would most likely be an example of experience in:

- A. doing research on a company.
- B. obtaining financial planning and budgeting skills.**
- C. public speaking.
- D. human relations.
- E. problem solving.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-03 Implement employment search strategies.
Level of Difficulty: Basic
Topic: Stages of career planning and advancement

44. A chronological resume sequences personal data based on:

- A. experience.
- B. education.
- C. areas or ability.
- D. career goal.
- E. time.**

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

45. A _____ resume presents a person's education, work experience, and other information in a reverse time-sequence.

- A. goal-oriented
- B. functional
- C. chronological**
- D. targeted
- E. data base

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Basic

Topic: Employment applications, cover letters, and résumés

46. A functional resume is *best* for a person who:

- A. has diverse skills and time gaps in their experience.**
- B. is interested in a specific job.
- C. has a continuous school and work record.
- D. plans to advance in the same career area.
- E. has just completed school.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

47. A person who has worked in many fields and has a variety of skills in categories such as communications, research, and supervision would probably be *best* served with the use of a _____ resume.

- A. targeted
- B. functional**
- C. chronological
- D. goal-oriented
- E. career change

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

48. A _____ resume is designed to obtain a specific job.

- A. functional
- B. chronological
- C. goal-oriented
- D. targeted**
- E. data

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

49. A person's resume should generally be limited to :

- A. one page.
- B. two pages. s
- C. three pages.
- C. four pages.
- D. five or more pages depending on experiences.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

50. Creative resumes or those with a gimmick are *most* appropriate for careers in:

- A. accounting.
- B. finance.
- C. advertising.
- D. information technology.
- E. human resources.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

51. What is the purpose of a cover letter?

- A. Obtain career planning information
- B. Request a reference for a job
- C. Develop resume information
- D. Research a career area
- E. Express interest in a job and help you obtain an interview.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

52. The purpose of the development section of a cover letter is to:

- A. express interest in a specific job.
- B. request an interview.
- C. get the reader's attention.
- D. get the reader to take action.
- E. highlight background that qualifies the applicant for a specific job.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Intermediate
Topic: Employment applications, cover letters, and résumés

53. An interview designed to reduce the number of candidates for a position to a workable size is a(n) _____ interview.

- A.** screening
- B. informational
- C. selection
- D. contact
- E. follow-up

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Job interviews

54. The purpose of a screening interview is to:

- A. make business contacts.
- B.** reduce the number of applicants for a job.
- C. locate potential people for advancement within the company.
- D. judge the best qualified candidates for a position.
- E. obtain information on available jobs in an area.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Intermediate
Topic: Job interviews

55. The finalists for a job position are invited for a(n) _____ interview.

- A. informational
- B. confirmation
- C.** selection
- D. screening
- E. personal contact

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Intermediate
Topic: Job interviews

56. The purpose of a behavioral interview is to:

- A. select the best applicants for further interviewing.
- B. obtain training information on a career area.
- C.** better evaluate candidates for on-the-job potential.
- D. explore possible job opportunities in a career area.
- E. locate potential candidates for a position.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Basic

Topic: Job interviews

57. Which one of the following would likely lead to the most added income over an individual's working career?

- A. Two year vocational degree
- B. Bachelor's degree
- C. Master's degree
- D. Professional or doctorate degree**
- E. Associate's degree

Accessibility: Keyboard Navigation

Blooms: Evaluate

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career development

58. Which of the following would be a competency commonly associated with successful people?

- A. An ability to work well with others in a variety of settings
- B. A willingness to cope with conflict and adapt to change
- C. An ability to solve problems creatively in team settings
- D. Effective written and oral communication skills
- E. All of these are competencies commonly associated with successful people**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career development

59. Ned Turner has done some research and has found that the population in the U.S. is living longer which means there will be an increased need for health care professionals in the future. This is an example of _____ influencing jobs in the future.

- A. demographic trends**
- B. economic conditions
- C. industry trends
- D. geographic trends
- E. educational trends

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Industry trends

60. Jeremy Irons has done some research and has discovered that average incomes are high in metropolitan areas such as Boston, New York, Los Angeles, and Chicago. Based on his findings, Jeremy believes these areas will experience greater population and job growth as a result. This is an example of _____ influencing jobs in the future.

- A. technology trends
- B. economic conditions
- C. industry trends
- D. geographic trends**
- E. educational trends

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Industry trends

61. Blake Edwards has done some research and has discovered that economists believe interest rates will rise significantly over the next two years. Blake believes that this will lead to fewer homes being sold and fewer jobs in the banking and mortgage industries. This is an example of _____ influencing jobs in the future.

- A. demographic trends
- B. economic conditions**
- C. industry trends
- D. geographic trends
- E. educational trends

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Economic conditions and factors

62. Billy Freniere has gone to the career placement center at his university. He has taken both an interests test and a personality test and has found careers where his interests and personality are well suited. Which step in the career planning and advancement process has Billy completed?

- A. Assess and research personal goals, abilities and career fields.**
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Stages of career planning and advancement

63. Brock Trotter has gone to monster.com as well as his local newspaper and has found five job possibilities that he feels fit his abilities and interests. Which step in the career planning and advancement process has Brock completed?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.**
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Employment search strategies

64. Austin Guess has written his resume and had it checked by his career placement center for errors. He plans on sending it to three companies he has identified as having job openings. Which step in the career planning and advancement process is Austin completing?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.**
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

65. Kyle Burroughs has purchased a suit and has interviewed with three companies through the career placement center at his university. He was surprised by some of the questions asked and does not feel he answered them well. He has developed some answers that he feels are better answers and better reflects his abilities and aptitudes. Which step in the career planning and advancement process has Kyle completed?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.**
- E. Evaluate financial and other factors of positions offered.

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Job interviews

66. Jason Liang has gotten three job offers. He is now looking at the benefits packages of all three to see what he likes and doesn't like. Which step in the career planning and advancement process is Jason completing?

- A. Assess and research personal goals, abilities, and career fields.
- B. Research the employment market and identify specific employment opportunities.
- C. Develop a resume and cover letter to apply for available positions.
- D. Interview for available positions and assess interview performance.
- E. Evaluate financial and other factors of positions offered.**

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Job offer comparisons

67. Jennifer Ryan wants to gain some employment experience so when she is ready to start a career she has something to offer a company. She has decided to work 20 hours a week for a local accounting firm answering the phone and assisting the partners in completing tax returns. Which of the following employment experience strategies is she pursuing?

- A.** Part-time employment
- B. Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

68. Tara Guest wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to help the Edmond Historical Society present programs to local school children. Which of the following employment experience strategies is she pursuing?

- A. Part-time employment
- B.** Volunteer work
- C. Internship
- D. Campus project
- E. Cooperative education program

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

69. Lisa Trotter wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to help with the homecoming parade for the University of Central Oklahoma where she goes to school full-time. Which of the following employment strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship
- D.** Campus project
- E. Cooperative education program

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

70. Lori Burroughs wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has talked to the career placement center at her university. They tell her she can get a job with a local company for the summer and earn college credit while working. Which of the following employment strategies is she pursuing?

- A. Part-time employment
- B. Volunteer work
- C. Internship**
- D. Campus project
- E. Cooperative education program

Accessibility: Keyboard Navigation

Blooms: Analyze

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

71. Which of the following is the process of making and using contacts in the business world for obtaining and updating career information and finding job opportunities?

- A. Networking**
- B. An internship
- C. A career fair
- D. A cover letter
- E. Financial planning

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

72. Which of the following is an opportunity to contact several firms in a short time span? (Hint: It is often held at local universities or convention centers.)

- A. Networking
- B. An internship
- C. A career fair**
- D. A cover letter
- E. An informational interview

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

73. Which of the following is sent to a company to indicate your interest in a position and to obtain an interview? (Hint: It is generally accompanied by your resume.)

- A. List of references
- B. College transcript
- C. Diploma
- D. Cover letter**
- E. Recommendation letter

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment applications, cover letters, and résumés

74. Which of the following is the point at which retirement contributions made on your behalf by the company belong to you even if you no longer work for the company?

- A. Networking
- B. Vesting**
- C. A tax deferred benefit
- D. A tax exempt benefit
- E. Break even

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Defined contribution plans

75. Which of the following is a benefit on which you pay taxes at some future date?

- A. Cafeteria-style benefit
- B. Vesting
- C. Tax-deferred benefit**
- D. Tax-exempt benefit
- E. Exclusion

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Taxation and employee benefits

76. _____ is a benefit on which you pay no taxes.

- A. Networking
- B. Vesting
- C. A tax-deferred benefit
- D. A tax-exempt benefit**
- E. An opportunity cost

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Taxation and employee benefits

77. With completion of a bachelor's degree one can expect to earn _____ in income over a 40-year period.

- A. \$2.6 million
- B. \$1.7 million
- C. \$3.6 million
- D. \$2.3 million**
- E. \$4.3 million

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career development

78. Caroline lives in City A and earns \$50,000 per year. The cost of living index in City A is .8. She is considering a move to City B which has a cost of living index of .9. How large a salary will she require in City B to maintain her current standard of living?

A. \$44,444

B. \$40,000

C. \$56,250

D. \$45,000

E. \$50,000

$$\$56,250 = (.9 \times \$50,000) / .8$$

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Advanced

Topic: Cost-of-living considerations and comparisons

79. The term *networking* refers to:

A. using the internet to locate job listings.

B. making and using contacts to obtain and update career information.

C. accessing career databases online.

D. building a list of references to provide to prospective employers.

E. designing an electronic system for storing resumes and job related information.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Employment search strategies

80. Which one of the following is not an element of *corporate culture*?

A. Management styles

B. Work intensity

C. Government regulations

D. Dress codes

E. Social interactions

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Work environment and considerations

81. Joseph is eligible for a *nontaxable* life insurance benefit with an annual premium of \$400 paid entirely by his employer. Assuming Joseph is in a 25% bracket, how much would he have to earn to pay for this benefit with after-tax dollars?

- A. \$425.00
- B. \$533.33**
- C. \$433.33
- D. \$500.00
- E. \$400.00

$$\$533.33 = \$400 / (1 - .25)$$

Accessibility: Keyboard Navigation

Blooms: Apply

Gradable: automatic

Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.

Level of Difficulty: Intermediate

Topic: Taxation and employee benefits

82. In addition to inflation and consumer demand, what is another economic factor that can affect career opportunities?

- A. Demographic trends
- B. Interest rates**
- C. Foreign competition
- D. Changing uses of technology
- E. Geographic trends

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Economic conditions and factors

83. Having a relationship with a mentor can provide the following benefit(s):

- A. personalized training.
- B. access to influential people.
- C. emotional support during difficult times.
- D. growth in technical and social areas of a career.
- E. all of these.**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-05 Analyze techniques available for career growth and advancement.

Level of Difficulty: Intermediate

Topic: Career development

84. Which of the following is an example of the type of information that you would not include on a resume unless it applies to specific job qualifications?

- A. Name
- B. Address
- C. Height and weight**
- D. E-mail address
- E. Telephone number

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

85. The following information is generally not included on a resume:

- A. Education
- B. References**
- C. Hobbies
- D. Organizational experience
- E. Honors

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Basic
Topic: Employment applications, cover letters, and résumés

86. A type of employee benefits program that allows workers to base their job benefits on a credit system and personal needs is called:

- A. cafeteria-style.**
- B. mandatory.
- C. flexible.
- D. voluntary.
- E. bundled.

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Level of Difficulty: Intermediate
Topic: Cafeteria-style employee benefits

87. In recent years, approximately what percent of new jobs in the U.S. economy occurred in companies with fewer than 100 employees?

- A. 10
- B. 25
- C. 50
- D. 80**
- E. 90

Accessibility: Keyboard Navigation
Blooms: Understand
Gradable: automatic
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Level of Difficulty: Intermediate
Topic: Economic conditions and factors

88. The main sources of networking include the following:

- A. Community organizations
- B. Professional associations
- C. Business contacts
- D. All of these**
- E. None of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Basic

Topic: Employment search strategies

89. Trade-offs of career decisions may include:

- A. selecting challenging employment over employment offering the most money
- B. refusing a promotion to move to employment that would reduce leisure time
- C. choosing part-time employment to have more time with children
- D. giving up a secure job to operate your own business.
- E. all of these**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career development

90. Career choices require periodic evaluation of trade-offs related to:

- A. Personal factors
- B. Social factors
- C. Economic factors
- D. All of these**
- E. None of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career development

91. Service industries that are expected to continue to have the greatest employment potential include:

- A. Airlines
- B. Information technology**
- C. Oil refineries
- D. Auto manufacturers
- E. None of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Industry Trends

92. It is legal for an interviewer to ask you: A. about marital status.

- A. ANSB. for proof that you are over 18 years old
- B. if you have any disabilities
- C. about religion
- D. where you were born.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Job Interviews

93. Employability skills are missing in many potential employees and do not necessarily include:

- A. skills to obtain a work situation.
- B. skills to maintain a work situation.
- C. skills to advance in a work situation.
- D. skills to supervise others in work situation.
- E. any of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career Development

94. Guidance tests may help to identify a satisfying career by measuring:

- A. abilities.
- B. interests.
- C. personal qualities.
- D. all of these.
- E. none of these.

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Basic

Topic: Career Development

95. When considering career training and skill development, what factors influence future income:

- A. education level.
- B. field of study.
- C. experiences.
- D. job market.
- E. All of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Career development

96. The first step in the career planning and advancement process is:

- A. Develop a resume and cover letter.
- B. Research the employment market.
- C. Interview for available positions.
- D. Assess and research personal goals, abilities, and career fields.**
- E. None of these

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Stages of Career Planning and Advancement

97. The following people are acceptable references as long as they can verify your abilities:

- A. teachers
- B. previous employers
- C. supervisors
- D. business colleagues
- E. All of these**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Basic

Topic: Employment Applications, Cover Letters, and Resumes

98. When searching for employment, candidates can expect to interact with hiring managers through social networks using:

A.

a LinkedIn profile.

- B. Twitter.
- C. QR (quick response) codes.
- D. Pinterest.
- E. Any of these**

Accessibility: Keyboard Navigation

Blooms: Understand

Gradable: automatic

Learning Objective: 02-A Resumes; Cover Letters; and Interviews

Level of Difficulty: Intermediate

Topic: Employment Applications, Cover Letters, and Resumes

Essay Questions

99. What steps should a person take when planning a career?

The career planning and advancement process involves the following steps: (1) assess and research personal goals, abilities, and career fields ; (2) research the employment market and identify specific employment opportunities ; (3) develop a resume and cover letter; apply for available positions; (4) interview for available positions; assess your interview performance; (5) evaluate financial and other factors of positions you are offered; and (6) plan and implement a program for career development .

Blooms: Apply

Gradable: manual

Learning Objective: 02-01 Describe activities associated with career planning and advancement.

Level of Difficulty: Intermediate

Topic: Stages of Career Planning and Advancement

100. What factors influence career opportunities?

The job market is influenced by economic conditions (interest rates, inflation, and consumer demand), industry trends (foreign competition and changing uses of technology), and social influences (demographic trends and geographic trends).

Blooms: Understand

Gradable: manual

Learning Objective: 02-02 Evaluate factors that influence employment opportunities.

Level of Difficulty: Intermediate

Topic: Career Opportunities and Industry Trends

101. Discuss the types of career information sources available for use when doing career planning.

The major sources of career planning information are the library (including government publications, career publications, and industry brochures), media (television, radio, newspaper, magazine), online sources (websites, e-mail contacts, phone apps, online videos, networking sites), campus career development offices, community organizations, professional associations, and business contacts.

Blooms: Understand

Gradable: manual

Learning Objective: 02-03 Implement employment search strategies.

Level of Difficulty: Intermediate

Topic: Career Information Sources

102. Louise Ellis recently has been offered employment in another city. She has been employed in her current position for four years. What factors should Louise consider when evaluating this new position?

Before accepting a position, you should consider the working environment of the organization, the company policies and procedures for salary increases, annual evaluations and promotions, and the salary offered along with other financial employee benefits. Also, talk to people who currently work at the company to obtain information on the working conditions, benefits, and opportunities for advancement.

Blooms: Evaluate

Gradable: manual

Level of Difficulty: Intermediate

Topic: Job Offer Comparisons;

Topic: Work Environment and Considerations

103. What activities are commonly suggested when preparing for a job interview?

In preparation for a successful interview, a person should obtain additional information about the organization, prepare questions about your specific interests, company policies and benefits, prepare answers to questions you should expect, practice interviewing skills, and plan to dress appropriately. Confirm the time and location of the interview and be sure to have correct directions to the interview location. Take copies of your resume, reference list, work samples, and paper for taking notes during the interview. Finally, plan to arrive 10 minutes earlier than your appointed time.

Blooms: Apply
Gradable: manual
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Intermediate
Topic: Job Interviews

104. You are given the choice of \$4,000 in extra taxable income per year or a tax-exempt medical policy. The medical policy costs \$300 per month. Your tax rate is 25%. Considering financial factors only, should you take the cash or the medical policy? Explain your decision.

Take the company medical coverage. The after-tax value of \$4,000 is $\$4,000 \times .75 = \$3,000$. The comparable value of the insurance is $\$300 \times 12 = \$3,600$.

Blooms: Analyze
Gradable: manual
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Level of Difficulty: Advanced
Topic: Job Offer Comparisons
Topic: Work Environment and Considerations

105. Suzanne is beginning to think she needs to find a new job. She is happy with her present salary and job duties, and has a large corner office with a wonderful view of the city. In spite of this, she dreads going to work each day. Discuss four reasons that may indicate she may need to change careers.

At some time in their lives, most workers change jobs. The following may be indications that it is time to move on: low motivation toward your current work, physical or emotional distress caused by your job, consistently poor performance evaluations, a lack of social interactions with coworkers, limited opportunity for salary or position advancement, and/or a poor relationship with your supervisor.

Blooms: Evaluate
Gradable: manual
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Level of Difficulty: Intermediate
Topic: Career Development

106. What are the 3 steps to effective networking?

First, prepare and practice a 30-second summary of your abilities and experience. Second, volunteer for committees and events of professional organizations. Third, ask questions to get others to talk about themselves and their work experiences.

Blooms: Apply
Gradable: manual
Learning Objective: 02-03 Implement employment search strategies.
Level of Difficulty: Intermediate
Topic: Employment Search Strategies

107. If you are planning on starting a business, what 3 main issues must you consider?

First, become knowledgeable about your product or service. Second, identify potential customers, select an appropriate location, and study competitors. Third, consider your financial resources including a combination of personal funds and loans.

Blooms: Apply
Gradable: manual
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Level of Difficulty: Intermediate
Topic: Career Opportunities

108. Prepare a list of interview questions you should expect in preparing for an interview.

Below is a list provided from Exhibit 2-D.

Education and Training Questions
What education and training qualify you for this job? Why are you interested in working for this organization? In addition to going to school, what activities have helped you expand your interests and knowledge?
Behaviorial, Competency-Based Questions
In what types of situations have you done your best work? Describe the supervisors who motivated you most. Which of your past accomplishments are you most proud of? Have you ever had to coordinate the activities of several people? Describe some people whom you have found difficult to work with. Describe a situation in which your determination helped you achieve a specific goal. Describe situations in which you demonstrated creativity.
Personal Qualities Questions
What are your major strengths? What are your major weaknesses? What have you done to overcome your weaknesses? What do you plan to be doing 3 or 5 years from now? Which individuals have had the greatest influence on you? What traits make a person successful? How well do you communicate your ideas orally and in writing? How would your teachers and your past employers describe you?

Blooms: Apply
Gradable: manual
Learning Objective: 02-A Resumes; Cover Letters; and Interviews
Level of Difficulty: Intermediate
Topic: Job Interviews

Chapter 02 Testbank - Static Summary

<u>Category</u>	<u># of Questions</u>
Accessibility: Keyboard Navigation	98
Blooms: Analyze	11
Blooms: Apply	12
Blooms: Evaluate	5
Blooms: Understand	80
Gradable: automatic	98
Gradable: manual	10
Learning Objective: 02-01 Describe activities associated with career planning and advancement.	24
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.	15
Learning Objective: 02-03 Implement employment search strategies.	20
Learning Objective: 02-03 Implement Employment Search Strategies.	1
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.	14
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.	5
Learning Objective: 02-A Resumes; Cover Letters; and Interviews	28
Level of Difficulty: Advanced	6
Level of Difficulty: Basic	29
Level of Difficulty: Intermediate	73
Topic: Career choice factors	1
Topic: Career development	1
Topic: Cafeteria-Style Employee Benefits	1
Topic: Cafeteria-style employee benefits	1
Topic: Career choice factors	4
Topic: Career development	13
Topic: Career Development	3
Topic: Career Information Sources	5
Topic: Career Opportunities	1
Topic: Career Opportunities and Industry Trends	1
Topic: Cost-of-living considerations and comparisons	1
Topic: Defined contribution plans	1
Topic: Economic conditions and factors	4
Topic: Employment Applications, Cover Letters, and Resumes	2
Topic: Employment applications, cover letters, and résumés	21
Topic: Employment search strategies	11
Topic: Employment Search Strategies	1
Topic: Industry trends	3
Topic: Industry Trends	1
Topic: Job interviews	7
Topic: Job Interviews	4
Topic: Job offer comparisons	1
Topic: Job Offer Comparisons	1
Topic: Job Offer Comparisons;	1
Topic: Job opportunities and searches	3
Topic: Medical-spending accounts	1
Topic: Present value	1
Topic: Stages of career planning and advancement	3
Topic: Stages of Career Planning and Advancement	2
Topic: Taxation and employee benefits	6
Topic: Work environment and considerations	2

