2014-15 CAREER EXPLORATION PRETEST

**Read each question carefully and answer or select the best possible answer.**

1. One way of setting a SMART Goal is to follow the following acronym

**S**= \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**M**= Measurable

**A**= Attainable

**R**=Realistic

**T**=Timeline

A) Short C) Systematic

B) Sentimental D) Specific

1. In order for a team to be effective they must have all except

 A) a clear purpose/mission C) performance goal

 B) decision are made with all in agreement D) comfortable for everyone to participate

 E) autocratic leadership

1. The roles and responsibilities of the President are all of the following **except**
2. preside over and conduct meetings according to accepted parliamentary procedures.
3. maintain complete, current records and minutes.
4. show interest in the activities of the officers and inspire them as well as their membership to better serve the chapter.
5. Represent the organization with a voice.
6. You can use technology to improve your learning by
7. emailing a friend
8. taking classes in high school
9. researching information using the Internet
10. copying and pasting information from the website to your final research paper
11. A good leader
12. finds errors in co-workers work.
13. understands the work to be done and gets it done alone and the environment must be organized.
14. creates a work environment in which people enjoy their work and want to do a good job.
15. must be able to plan, organize, implement and control workers.
16. The attitude, behavior, respect, communication, interaction and how one gets along with others demonstrates many things about whom and how a person is at work is \_\_\_\_\_\_.
17. Aspirations C) Remedial
18. Work-Based Learning D) Work Ethics
19. When you do a handshake, you greet the person and shake hands with 1-3 pumps. If you squeeze the other person's hand too hard, it indicates that you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 A) a comforting friend C) interested

 B) more dominant D) wanting a raise

1. When going into business, it is important to give back to \_\_\_\_\_ through various projects such as trash pick-up, helping the elders, assisting the veterans, getting involved with the youth, etc.

 A) the community C) the organization

 B) your family D) the school

1. Email is a tool that is used to \_\_\_\_\_ information through a message to have someone do something, request something, deliver something, ask them to send something back to someone else.

 A) socialize C) texting

 B) communicate D) netiquette

1. A parent who always steps in to help finish your homework or rewashes the floor as soon as you put your mop away, gives the message that you are not \_\_\_\_\_\_\_\_.

 A) Competent C) Compatible

 B) Smart D) Creative

1. The organization established for high school students interested in construction, welding, drafting, electronics, media communications, cosmetology, and heavy equipment, is \_\_\_\_\_\_\_\_.

 A) DECA C) FCCLA

 B) FBLA D) Skills USA

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ deals with discrimination in the Title VII of the Civil Rights Act of 1964, American with Disabilities Act of 1990, Age Discrimination in Employment Act of 1967, Equal Pay Act of 1963.

 A) Department of Human Resource C) Equal Employment Opportunity Commission

 B) Department of Bureau of Labor D) Employment Equality Organization
 Corporation

1. The definition of feedback is

 A) the act of making speeches in public before audiences

 B) the act of communicating important information

 C) to return information to the sender

 D) the receiver listening to the presenter

1. Procedures for \_\_\_\_\_ are to be prepared, distribute agenda a day before the meeting, stick to the schedule, stay on topic, and don’t hold unnecessary meetings.

 A) On-Site managers C) Note-taking

 B) Time Management D) Effective meeting management

1. A leader that has absolute power and gives members no opportunity for suggestions has what type of leadership style?

 A) Autocratic Leadership C) Charismatic Leadership

 B) Bureaucratic Leadership D) Laissez-faire Leadership

1. OSHA stands for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ an organization that establishes work safety standards in the workplace.

 A) Office Safety and Health Administration C) Occupational Safety and Health
 Administration

 B) Office Standards and Health Act D) Occupational Standards and Health Act

1. A well designed workstation and its component like chairs, desks, lighting, and computer equipment can influence your

 A) productivity C) physical well-being

 B) efficiency D) all of the above

1. What type of letter would you write to a prospective employer to let them know that you are interested in a position?

 A) Personal Business Letter C) Business Letter

 B) Memorandum D) Statement of Changes

1. It is important to greet people nicely, respectfully, and courteously because it take 5-10 seconds to make a \_\_\_\_.

 A) friend C) acquaintance

 B) good contact D) a first impression

1. Time is a valuable resource that should be used wisely; it cannot be replaced so in order to determine how effectively you use your time, you may

 A) keep a time inventory C) study how to spend your time

 B) develop a plan of action D) all of the above

1. One way to solve problems is to use a four step process: identify the problem, determine possible solutions, study the solutions, and \_\_\_\_\_\_\_\_\_\_\_\_.

 A) personal experience C) chose the best result

 B) consult with peers D) None of the above

1. The organization established for high school students interested in business is \_\_\_\_\_\_\_.

 A) DECA C) FBLA

 B) FCCLA D) Skills USA

1. A \_\_\_\_\_ is learned and practiced and could always improve.

 A) Personality C) Skill

 B) Value D) Lifestyle

1. Something that you have a natural talent for and will come easily to you is \_\_\_\_\_\_.

 A) Aptitude C) Attitude

 B) Vocation D) Career

1. To develop a self-concept, you will look at your roles, occupation, vocations, personality and strengths, skills and aptitudes, values, and \_\_\_\_\_\_\_\_\_.

 A) Work C) Success

 B) Course D) Passion

1. The organization established for high school students interested in culinary arts is \_\_\_\_\_.

 A) DECA C) FBLA

 B) SKILLS, USA D) FFA

1. The officers' roles are all except, \_\_\_\_\_.

 A) include all members in a dynamic program of work

 B) be solely responsible to chair every committee

 C) maintain complete, current records and minutes

 D) abide and conduct meetings by the parliamentary procedures

1. The student organizations shall consist of elected officers for each chapter except,

 A) President C) Vice President

 B) Reporter D) Parliamentarian

1. Which of the following leadership style is a leader that leaves their team members to work on their own?

 A) Autocratic Leadership C) Democratic Leadership

 B) Laissez-faire Leadership D) Bureaucratic Leadership

1. An organization established for high school students interested in agriculture is \_\_\_\_\_\_\_\_.

 A) Skills USA C) FCCLA

 B) FBLA D) FFA

1. The organization established for high school students interested in teaching is \_\_\_\_\_\_\_\_\_.

 A) FEA C) FBLA

 B) FCCLA D) Skills USA

1. The role of OSHA is \_\_\_\_\_.

 A) to ensure safe and healthful workplace C) set and enforce safety standards

 B) provide safety training D) all of the above

1. \_\_\_\_\_ is what you know and feel about yourself, which can also affect your personality.

 A) Self-Concept C) Interest

 B) Tools D) Information

1. The planning and use of time is called \_\_\_\_\_\_\_.

 A) time C) time management

 B) time log D) IRS time

1. Ranking for things according to their importance are \_\_\_\_.

 A) key C) priorities

 B) attitude D) organization

1. People with good, positive \_\_\_\_\_\_ are generally hired by employers.

 A) attitude C) memories

 B) alternatives D) economic standards

1. Which of the following is an indication that an individual is communicating effectively?

 A) has an open accepting attitude C) uses slang words

 B) plan a reply while listening D) an expression of mistrust

1. The things and qualities that are important to you are known as your:

 A) abilities C) attitudes

 B) resources D) values

1. Communication is a(n) \_\_\_\_\_\_ that must be developed and practiced in order to improve.

 A) abilities C) aptitude

 B) skill D) values

1. Setting and writing down short and long-term goals:

 A) helps you in setting a vision C) allow others to set goals for you

 B) helps you in trying to achieve your goals D) helps in determining what you do today and
 let tomorrow take care of itself

1. In order to have an interesting career you should:

 A) be interested in that field

 B) have goals set that reflect the career

 C) want to attain or have attained skills in this area

 D) all of the above

1. A legal responsibility of the employer in relation to the AMERICAN WITH DISABILITIES ACT is to:

 A) provide accommodation that impress "undue hardship" on business

 B) discriminate against an individual with a disability

 C) subject applicants to test which screens out people with disabilities

 D) ask about one's ability to perform a job, but not to inquire about a disability

1. Delay or putting off decision or activities is known as \_\_\_\_.

 A) attitude C) priorities

 B) procrastination D) activity log

1. Being neat, clean and dressing to suit the occasion shows pride in your

 A) occupation C) parents

 B) appearance D) former employer

1. A written record of a person's time is a(n) \_\_\_\_\_\_\_.

 A) IRS Time C) time log

 B) time management D) time keeper

1. \_\_\_\_\_\_ is an important skill to know when it comes to working with a group or team.

 A) organization C) self-esteem

 B) personality D) creativity

1. Interaction with other people is referred to as

 A) listening skills C) social skills

 B) public speaking D) isolation

1. Verbal communication is to:

 A) use body language C) talk

 B) wink D) smile

1. The \_\_\_\_\_\_\_ is a list of courses required in college/high school to graduate.

 A) program of work C) course titles

 B) program of study D) counselor

1. School bus drivers, taxi drivers, welders/soldering machine operators, and engineering managers could all be classified under what career pathways

 A) Business Systems C) Social/Human Services

 B) Engineering and Industrial Systems D) Natural Resources

1. Dental assistant, surgical technician, registered nurses are all classified under what career pathways?

 A) Business Systems C) Engineering and Industrial Systems

 B) Health Services D) Arts, Communications, and Humanities

1. Cultural diversity (mix culture) can strengthen workplace success by \_\_\_\_\_.

 A) increasing productivity C) well-balanced pool of knowledge,
 experience and creativity

 B) it does not help the workplace D) all of the above

1. Internet safety involves the following except \_\_\_\_\_.

 A) do not provide personal information online

 B) give your personal information online when the padlock is not lit to block your information

 C) computer is password protected

 D) install a firewall software on your computer

1. Interacting with others using positive interpersonal skills in school or workplace produce the following

 A) improve communication C) increase understanding

 B) reduce stress and conflict D) all of the above

1. Areas of discrimination often are an issue involving all of the following except \_\_\_\_\_\_.

 A) age C) gender

 B) wage D) your shoe size

1. Speaking is a form of \_\_\_\_\_\_ communication.

 A) non-verbal C) talking

 B) verbal D) written

1. The definition of communication is to share

 A) feelings C) information

 B) deliver a message D) all of the above

1. An example of non-verbal is

 A) raising an eyebrow C) waving

 B) fidgeting D) all of the above

1. The following is important in public speaking, except for

 A) use of good grammar C) speaking slowly and clearly

 B) use of simple sentences D) use words that you do not know

1. The sender is the person \_\_\_\_\_ the message.

 A) receiving C) giving out the message

 B) getting the message D) all of the above

1. Body language is a form of \_\_\_\_\_\_ communication.

 A) non-verbal C) verbal

 B) talking D) written

1. The idea or facial expression that is given out is referred to as

 A) sender C) receiver

 B) message D) non-verbal communication

1. The receiver is the person \_\_\_\_ the message.

 A) receiving C) sending

 B) asking D) all of the above

1. When selecting a career it is important to look at your powerful boundless emotions, also known as passion to help making a selection that fits you.
2. True B) False
3. Achievement is something not desired, but planned or attempted.
4. True B) False
5. Understanding the way you are likely to behave on the job will have an effect on your career and lifestyle choices.
6. True B) False
7. Things to consider when selecting a career are things that are important to you in a career, fitting it to your personality, and making sure it fits with the lifestyle you would like to live.

A) True B) False

1. The alternatives for individuals to graduate after high school include working, continuing educational endeavors, or going to the military.

A) True B) False

1. Whether you currently earn money from a job or not, you are a worker.

A) True B) False

1. Dress attire for a job interview should be casual wear.

A) True B) False

1. During the job interview you should always maintain eye contact with the panel of interviewers.

A) True B) False

1. High school graduates have a higher future income than high school dropouts.

A) True B) False

1. Most adults will change careers only once in their lifetime.

A) True B) False

1. Sexual harassment only occurs between the opposite sex.

A) True B) False

1. An example of a non-traditional job is a female working as a construction worker.

A) True B) False

1. To be successful you need a vision and energy to get there.

A) True B) False

1. Students should talk with counselors about their career plans during their senior year of high school.

A) True B) False

1. In Career Exploration you are required to create a 4-year plan in AZCIS, the four-year plan is to help a student plan out their four years of courses in college.

A) True B) False

1. The Title VII of the Civil Rights Act of 1964 indicates that it is illegal for an employer to discriminate against an applicant based on his or her race, color, religion, gender and national origin.

A) True B) False

1. Depending on the type of work, the attendance policy or absenteeism policy may designate the number of days on which employees can be absent from work.

A) True B) False

1. It is considered sexual harassment if an employer doesn't hire a woman candidate for a position with some qualifications.

A) True B) False

1. If you misuse the Internet to look up information that is not related to your education or workplace, you are not using it properly.

A) True B) False

1. Sexual harassment is described as unwelcomed sexual advances, requests for sexual favors, and to advance in employment or a pay raise.

A) True B) False

1. The best way to find information about your career is to look on the Internet, such as Bureau of Labor Statistics or Arizona Career Individual Schedule.

A) True B) False

1. Ergonomics is the study of the effects of the work environment on the health and well-being of employees.

A) True B) False

1. Colleges require all students to take the GMAT in order to get accepted.

A) True B) False

1. Many schools use technology to offer classes to students so they do not have to quit their job or take classes on the main campus.

A) True B) False

1. Technology has boomed in order to make things more efficient, productive, and creativity except if you are going into construction, automotive, heavy equipment, or welding.

A) True B) False

1. Problems do not need attention because they can go away with time.

A) True B) False

1. Writing is a skill that is used to communicate with others.

A) True B) False

1. In high school you will develop, update a career portfolio. The portfolio is an organization of a collection of materials put together to represent yourself, your preparation, and your accomplishments.

A) True B) False

1. An automotive technician can go to technical school to complete training to be a mechanic.

A) True B) False

1. A financial plan will help you decide if the career you are interested in will pay you enough money to support the lifestyle you prefer.

A) True B) False

1. There is nothing wrong with using the Internet to look up information that is not related to your education or in your workplace.

A) True B) False

1. It is okay to spend about 10 minutes each hour to check and respond to your personal email at school during class time or in your workplace.

A) True B) False

1. Ethics refers to standards of moral conduct that individuals and groups set for themselves, defining what behavior they value as right or wrong.

A) True B) False

1. A person with poor work ethics will come in late to work every day, and take leave anytime they want.

A) True B) False

1. Organization and time management skills aren't important in school or workplace because it is a time waster.

A) True B) False