Test Bank for Career Achievement Growing Your Goals 2nd Blackett

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Chapter 02

Skills and Interests-Your Career Assets

True / False Questions

1. Careers should be consistent with the type of environment that you value.

   True False

2. Your personality needs to fit with your career aspirations.

   True False

3. Identifying your skills will allow you to have a career language to include in your resume.

   True False

4. Soft skills are used only by managers.

   True False

5. Most employers prefer good technical skills over soft and adaptive skills.

   True False

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6. By identifying your transferable, adaptive, and job-specific skills, you have accumulated information for your resume and cover letter.

   True False

7. The process of identifying your skills becomes a tool that you will use during the interview process.

   True False

8. Working at a job in a field unrelated to your major field of studies is not necessarily a bad thing.

   True False

9. Obtaining your college degree demonstrates that you have the ability to achieve a long-term goal.

   True False

10. A personality assessment determines hard skills.

    True False

11. Brand identity is your personal marketing image.

    True False

12. You should never place status and income high on your value list.

    True False

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13. Adaptability to working alone is a soft skill.

True False

14. The skill called reliability is a hard skill.

True False

15. Numbers can be added to skills so that they may become quantified.

True False

16. Your personal values should not be even considered when offered a position with good benefits, good growth potential, and a good salary.

True False

17. Your values, skills and preferences, should determine your career choices.

True False

18. A personality assessment categorizes your personality traits to determine if your personal attributes are a good fit in a particular work environment.

True False

19. Hard skills relate to your work style and help you function as a good employee on a day-to-day basis.

True False

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20. Transferable skills are the skills you have gained from experience.

True False

21. An adaptation gap refers to the difference between the skills you need for your ideal job and the skills you currently possess.

True False

22. Adaptive skills are the soft skills that are related to your work style.

True False

23. Technical skills are skills that require special training, experience, education, and certification.

True False

24. Workplace values are inconsequential in choosing a career.

True False

25. Determining your values is one of the first steps in planning your life's career.

True False

26. The skills you may have learned from your past experiences are transferable skills.

True False

27. The technical skills that you need to perform a job well are hard skills.

True False

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28. An accomplishment or success that you have attained in life can be called an achievement.

True False

29. The skills gap compares the skills that you need in your ideal job to the skills you currently have.

True False

30. Useful soft skills include: good interpersonal skills, honesty, a positive attitude, and competence.

True False

Multiple Choice Questions

31. Which needs to occur for you to have a good career "fit"?

A. You need to know your skills and preferences

B. You need to know your values

C. Your values need to align with that of the work environment

D. All of the above

32. How much of our lives is likely under our control?

A. 25%

B. 30-40%

C. 60%

D. 80-90%

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33. Which of the following are exercises that can be practiced to clarify one's values?

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C. Discern those attributes we admire in ourselves

D. All of the above

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D. They aren't really taught to students any longer.

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C. Team player

D. Strong work ethic

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A. Diplomacy

B. Appreciation of diversity

C. The capacity to sterilize dental instruments

D. Coping well with deadlines

38. Where do we develop job-specific skills?

A. Jobs & educational training

B. Volunteer work

C. Hobbies & avocations

D. All of the above

39. Which is not a job-specific skill?

A. Computer proficiency

B. Accounting

C. Managing

D. Routine equipment maintenance

40. Achievements give an employer some insight into your _____.

A. hard skills

B. adaptive skills

C. transferable skills

D. soft skills

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41. Which is not true about branding?

A. It conveys your worth and value to potential employers.

B. It is your self-created marketing strategy.

C. It cannot be created or influenced by online postings.

D. It is a reflection of how we perceive and present ourselves.

42. What is a proactive strategy for finding your skills gap?

A. Rank order checklists of skills

B. Ask your friends what you do well

C. Read the want ads for positions you seek and see what requirements you still need to get

D. Take an online personality assessment

43. More than half of the solution to any problem is

A. Courage

B. Awareness

C. Bluntness

D. Diplomacy

44. Which are transferable skills that result from a four-year college education?

A. Long-term goal achievement

B. Time management

C. Organization

D. Having a "teachable" disposition

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45. What is not an advantage of a strong skills vocabulary?

A. You are able to market yourself to potential employers

B. You can articulate your assets to your existing employer if you would like to be promoted

C. You can be ambivalent about your skills

D. You can pinpoint your numerous abilities

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Chapter 02 Skills and Interests-Your Career Assets Answer Key

True / False Questions

1. Careers should be consistent with the type of environment that you value.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

2. Your personality needs to fit with your career aspirations.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

3. Identifying your skills will allow you to have a career language to include in your resume.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember

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Difficulty: 1 Easy

Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.

Topic: Soft Skills and Adaptive Skills

4. Soft skills are used only by managers.

FALSE

Accessibility: Keyboard Navigation

Blooms: Understand

Difficulty: 2 Medium

Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.

Topic: Soft Skills and Adaptive Skills

5. Most employers prefer good technical skills over soft and adaptive skills.

FALSE

Accessibility: Keyboard Navigation

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.

Topic: Soft Skills and Adaptive Skills

6. By identifying your transferable, adaptive, and job-specific skills, you have accumulated information for your resume and cover letter.

TRUE

Accessibility: Keyboard Navigation

Blooms: Understand

Difficulty: 2 Medium

Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.

Topic: Hard Skills and Transferable Skills

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7. The process of identifying your skills becomes a tool that you will use during the interview process.

TRUE

Accessibility: Keyboard Navigation
Blooms: Understand
Difficulty: 2 Medium
Learning Outcome: 02-04 Identify your skills gap.
Topic: Identify Your Skills Gap

8. Working at a job in a field unrelated to your major field of studies is not necessarily a bad thing.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-05 Match your degree to your goals and career possibilities.
Topic: Match Your Degree to Goals and Possibilities

9. Obtaining your college degree demonstrates that you have the ability to achieve a long-term goal.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-05 Match your degree to your goals and career possibilities.
Topic: Match Your Degree to Goals and Possibilities

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10. A personality assessment determines hard skills.

FALSE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

11. Brand identity is your personal marketing image.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

12. You should never place status and income high on your value list.

FALSE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

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13. Adaptability to working alone is a soft skill.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.
Topic: Soft Skills and Adaptive Skills

14. The skill called reliability is a hard skill.

FALSE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.
Topic: Soft Skills and Adaptive Skills

15. Numbers can be added to skills so that they may become quantified.

TRUE

Accessibility: Keyboard Navigation
Blooms: Understand
Difficulty: 2 Medium
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

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16. Your personal values should not be even considered when offered a position with good benefits, good growth potential, and a good salary.

FALSE

Accessibility: Keyboard Navigation
Blooms: Apply
Difficulty: 3 Hard
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

17. Your values, skills and preferences, should determine your career choices.

TRUE

Accessibility: Keyboard Navigation
Blooms: Understand
Difficulty: 2 Medium
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

18. A personality assessment categorizes your personality traits to determine if your personal attributes are a good fit in a particular work environment.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

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19. Hard skills relate to your work style and help you function as a good employee on a day-to-day basis.

FALSE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.
Topic: Soft Skills and Adaptive Skills

20. Transferable skills are the skills you have gained from experience.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

21. An adaptation gap refers to the difference between the skills you need for your ideal job and the skills you currently possess.

FALSE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-04 Identify your skills gap.
Topic: Identify Your Skills Gap

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22. Adaptive skills are the soft skills that are related to your work style.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.
Topic: Soft Skills and Adaptive Skills

23. Technical skills are skills that require special training, experience, education, and certification.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

24. Workplace values are inconsequential in choosing a career.

FALSE

Accessibility: Keyboard Navigation
Blooms: Understand
Difficulty: 2 Medium
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

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25. Determining your values is one of the first steps in planning your life's career.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
Topic: Your Values, Interests, and Personality

26. The skills you may have learned from your past experiences are transferable skills.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

27. The technical skills that you need to perform a job well are hard skills.

TRUE

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

28. An accomplishment or success that you have attained in life can be called an achievement.

TRUE

Accessibility: Keyboard Navigation

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Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.

Topic: Hard Skills and Transferable Skills

29. The skills gap compares the skills that you need in your ideal job to the skills you currently have.

TRUE

Accessibility: Keyboard Navigation

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-04 Identify your skills gap.

Topic: Identify Your Skills Gap

30. Useful soft skills include: good interpersonal skills, honesty, a positive attitude, and competence.

TRUE

Accessibility: Keyboard Navigation

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.

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Multiple Choice Questions

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31. Which needs to occur for you to have a good career "fit"?

A. You need to know your skills and preferences

B. You need to know your values

C. Your values need to align with that of the work environment

D. All of the above

Accessibility: Keyboard Navigation

Blooms: Understand

Difficulty: 2 Medium

Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.

Topic: Your Values, Interests, and Personality

32. How much of our lives is likely under our control?

A. 25%

B. 30-40%

C. 60%

D. 80-90%

Accessibility: Keyboard Navigation

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A. Rank order a series of traits from a checklist
B. Discern those attributes we admire in others
C. Discern those attributes we admire in ourselves
D. All of the above

Accessibility: Keyboard Navigation
Blooms: Apply
Difficulty: 3 Hard
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34. What is one weakness of personality assessments & inventories?

A. They are not counted in research.
B. They are generic descriptions.
C. They are a snapshot of who you are at one moment in time.
D. They aren't really taught to students any longer.

Accessibility: Keyboard Navigation
Blooms: Analyze
Difficulty: 3 Hard
Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
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36. Which is not on the *Job Outlook 2014* top ten list of attributes employers look for?

A. High IQ
B. Communication skills
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Accessibility: Keyboard Navigation
Blooms: Understand
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37. Which is not an adaptive skill acquired from working in a dental office?

A. Diplomacy
B. Appreciation of diversity
C. The capacity to sterilize dental instruments
D. Coping well with deadlines

Accessibility: Keyboard Navigation
Blooms: Apply
Difficulty: 3 Hard
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Topic: Soft Skills and Adaptive Skills

38. Where do we develop job-specific skills?

A. Jobs & educational training
B. Volunteer work
C. Hobbies & avocations
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Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
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39. Which is not a job-specific skill?

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B. Accounting
C. Managing
D. Routine equipment maintenance

Accessibility: Keyboard Navigation
Blooms: Understand
Difficulty: 2 Medium
Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
Topic: Hard Skills and Transferable Skills

40. Achievements give an employer some insight into your _____.

A. hard skills
B. adaptive skills
C. transferable skills
D. soft skills

Accessibility: Keyboard Navigation
Blooms: Remember
Difficulty: 1 Easy
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B. Ask your friends what you do well
C. Read the want ads for positions you seek and see what requirements you still need to get
D. Take an online personality assessment

Accessibility: Keyboard Navigation
Blooms: Analyze
Difficulty: 3 Hard
Learning Outcome: 02-04 Identify your skills gap.
Topic: Identify Your Skills Gap

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43. More than half of the solution to any problem is

A. Courage

B. Awareness

C. Bluntness

D. Diplomacy

Accessibility: Keyboard Navigation

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-04 Identify your skills gap.

Topic: Identify Your Skills Gap

44. Which are transferable skills that result from a four-year college education?

A. Long-term goal achievement

B. Time management

C. Organization

D. Having a "teachable" disposition

Accessibility: Keyboard Navigation

Blooms: Remember

Difficulty: 1 Easy

Learning Outcome: 02-05 Match your degree to your goals and career possibilities.

Topic: Match Your Degree to Goals and Possibilities

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45. What is not an advantage of a strong skills vocabulary?

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C. You can be ambivalent about your skills

D. You can pinpoint your numerous abilities

Accessibility: Keyboard Navigation

Blooms: Understand

Difficulty: 2 Medium

Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.

Topic: Soft Skills and Adaptive Skills

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