

Name: _____ Class: _____ Date: _____

Your Career: How to Make It Happen, Chapter 1

True/False

Indicate whether the statement is true or false.

- _____ 1. Because your goals are personal, you should not tell anyone what they are.
- _____ 2. After you find your first job, you will not need your Career Portfolio again.
- _____ 3. After you finish taking this class, you will not need your Career Management Files Tracker again.
- _____ 4. The most successful job-seekers do not spend time keeping records of their job search activities.
- _____ 5. Positive thinkers forget their past accomplishments and think only about future success.
- _____ 6. "I'll try" and "I should" are examples of positive self-talk.

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- _____ 7. In which phase of the job search cycle should you select the career field(s) you want to focus on?
 - a. Prepare for Your Job Search
 - b. Find Job Leads
 - c. Apply for Jobs
 - d. Interview for Jobs
 - e. Follow Up and Evaluate
- _____ 8. Your _____ is a collection of your best work that represents your skills, qualifications, and achievements that you can show to prospective employers during interviews.
 - a. Career Portfolio
 - b. Career Management Files Tracker
- _____ 9. Your _____ is a binder that contains all the research, notes, document drafts, contacts, and other items you use in your job search.
 - a. Career Portfolio
 - b. Career Management Files Tracker
- _____ 10. The items in your Career Portfolio
 - a. showcase your skills and qualifications.
 - b. demonstrate your organizational skills, such as planning and attention to detail.
 - c. both **a** and **b**

Name: _____

- _____ 11. Having a positive outlook can affect your
- a. performance.
 - b. confidence.
 - c. health.
 - d. energy level.
 - e. all of the above
- _____ 12. Regularly trying to control other people is an example of _____ behavior.
- a. assertive
 - b. aggressive
 - c. reactive
 - d. proactive
- _____ 13. Which of the following behavior characteristics do employers value most in employees?
- a. Aggressive
 - b. Reactive
 - c. Assertive
 - d. all of the above
 - e. none of the above
- _____ 14. What are some ways to manage your time?
- a. Plan ahead to avoid doing things at the last minute
 - b. Break large projects into small, manageable steps
 - c. Use a calendar or daily planner
 - d. all of the above
- _____ 15. Which of the following should you include in your Career Portfolio?
- a. School transcripts
 - b. Your resume
 - c. A list of references
 - d. Awards
 - e. all of the above
- _____ 16. Short-term goals are
- a. goals you want to meet relatively quickly.
 - b. steps you need to take to meet your long-term goals.
 - c. Both **a** and **b**
- _____ 17. Defining your goals in writing
- a. increases your sense of commitment.
 - b. clarifies the steps you need to take.
 - c. help you remember important details.
 - d. all of the above
 - e. **b** and **c** only

Name: _____

- _____ 18. Purposely acting with energy and enthusiasm is a characteristic of
 - a. positive behavior.
 - b. positive thinking.
 - c. positive self-talk.
 - d. positive visualization.

- _____ 19. Asseriveness is based on
 - a. your position in the company.
 - b. your right to be treated with respect.
 - c. your communication skills.

- _____ 20. Employers avoid hiring people who
 - a. lack confidence.
 - b. have a hard time expressing themselves.
 - c. are pushy and controlling.
 - d. all of the above

- _____ 21. When you are looking for a job, establish a routine and work on your job search every
 - a. week.
 - b. day.

Essay

- 22. How can the success strategies described in Chapter 1 enhance your career? Explain the benefits these strategies provide.

- 23. Explain how you think proactive behavior can help you in your career.

- 24. Explain what a Career Portfolio is and give five examples of appropriate portfolio items.

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Your Career: How to Make It Happen, Chapter 1
Answer Section

TRUE/FALSE

- | | | |
|-----------|--------|----------|
| 1. ANS: F | PTS: 1 | OBJ: 1-4 |
| 2. ANS: F | PTS: 1 | OBJ: 1-3 |
| 3. ANS: F | PTS: 1 | OBJ: 1-3 |
| 4. ANS: F | PTS: 1 | OBJ: 1-2 |
| 5. ANS: F | PTS: 1 | OBJ: 1-4 |
| 6. ANS: F | PTS: 1 | OBJ: 1-4 |

MULTIPLE CHOICE

- | | | |
|------------|--------|----------|
| 7. ANS: A | PTS: 1 | OBJ: 1-1 |
| 8. ANS: A | PTS: 1 | OBJ: 1-3 |
| 9. ANS: B | PTS: 1 | OBJ: 1-3 |
| 10. ANS: C | PTS: 1 | OBJ: 1-3 |
| 11. ANS: E | PTS: 1 | OBJ: 1-1 |
| 12. ANS: B | PTS: 1 | OBJ: 1-4 |
| 13. ANS: C | PTS: 1 | OBJ: 1-4 |
| 14. ANS: D | PTS: 1 | OBJ: 1-2 |
| 15. ANS: E | PTS: 1 | OBJ: 1-3 |
| 16. ANS: C | PTS: 1 | OBJ: 1-4 |
| 17. ANS: D | PTS: 1 | OBJ: 1-4 |
| 18. ANS: A | PTS: 1 | OBJ: 1-4 |
| 19. ANS: B | PTS: 1 | OBJ: 1-4 |
| 20. ANS: D | PTS: 1 | OBJ: 1-4 |
| 21. ANS: B | PTS: 1 | OBJ: 1-2 |

ESSAY

22. ANS:
The success strategies provide wide-ranging benefits. Students should include three of the following benefits in their answers: The success strategies increase your confidence; generate mental and physical energy; guide you toward goals; help you project enthusiasm, competence, and presence; improve your performance.

PTS: 1 OBJ: 1-4

23. ANS:

Students' answers will differ on how they think proactive behavior will benefit them specifically. Any of the following are benefits that should be listed: enhance self-esteem/increase personal motivation, increase problem-solving skills, increase self-esteem and professional reputation, improve ability to correct personal errors and strengthen skills, build positive working relationships that boost career success potential for all, improve performance in all endeavors, gain skills under direction of mentors and in networking with others, increase knowledge and career resources, and expand perspective.

PTS: 1

OBJ: 1-4

24. ANS:

A Career Portfolio is a collection of items that demonstrates a job seeker's skills, abilities, achievements, experience, and training. It is used to provide tangible proof of these qualifications during an interview. A portfolio could include the following: transcripts, resume, samples of work, evidence of computer skills, awards, work performance evaluations, and letters of reference.

PTS: 1

OBJ: 1-3