Personal Finance Experience 1st edition Pratt Test Bank

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Personal Finance Experience, 1e **(Pratt)**
Chapter 2 The Financial Impact of Career Planning

2.1 College and Its Impact on Career Planning

1) Who is responsible for each person's career?
A) A person's employer
B) A person's human resources officer
C) Each individual on their own
D) A person's guidance center
E) All of the answers are correct
Answer: C
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

2) A _____ is what a person is doing right now to earn a paycheck, while a _____ is what they are going to do throughout their lifetime.
A) job / retirement
B) career / job
C) job / career
D) earnings / investment
E) unemployment / job search
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

3) A business will not hire anyone and pay them a salary unless the business believes the employee can help the business make money. Because of this, what must every employee add to their organization or their job will cease to exist?
A) Money
B) Value
C) Skills
D) Power
E) Mindset
Answer: B
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

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4) This is a lifetime occupation or profession, especially with advancement opportunity. It usually requires periodic educational training.
A) Job
B) Career
C) Hobby
D) Consulting
E) Student
Answer: B
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

5) A successful graduate from your college is more likely to make a positive impression on the workforce, leading to more these for future graduates from your school.
A) Money
B) Friends
C) Student Loans
D) Impact
E) Job Opportunities
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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Learning Objective: Define why you are attending college.

6) According to the book, what is one of the worst excuses in the world to tell your boss why you were unable to complete a task?
A) Flat Tire
B) I have a migraine
C) Nobody told me
D) I don't feel good
E) I thought that was a company excused absence
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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7) An employer must make:
A) decisions that assist employees in their career.
B) more from their employee than what the employee costs them.
C) training opportunities available to their employees.
D) as much from each of their employees as what their employees cost them.
E) lots of money to stay in business.
Answer: B
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

8) Businesses do not buy things because they like them or it feels good. What is the only reason businesses buy things?
A) Profit
B) Looks
C) Taste
D) Investing
E) Financial Loss
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

9) College will take a lot of your time and add up to a lot of money. The average _____ and board for a public four-year college is more than $80,000 over four years.
A) room
B) tuition
C) food
D) meal plan
E) expenses
Answer: B
Difficulty: Easy
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10) Compared to the list of things that no one is going to tell you, how big is the list of things that someone will tell you?
A) Gigantic
B) Typically 100 items
C) Company Manual, it varies
D) Miniscule
E) Top 3 things only
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

11) Document displaying a job seeker's education, work experience, credentials and achievements.
A) Transcript
B) References
C) Thank you note
D) Résumé
E) Recommendation Letter
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

12) Every employer expects you to have the standard equipment to do your job. In order to stand out to your employer, what must you bring and start crafting yourself to be in order to add value and stand out?
A) Super Human
B) Superior
C) Standard
D) Basic
E) Luxury Edition
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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13) Everything you do right now counts toward how your career will proceed once you graduate. Every class you take, every internship you complete, and every student organization you join has an impact on your:
A) paycheck.
B) future.
C) income.
D) education.
E) personal life.
Answer: B
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

14) For many students, what did their last two years of high school revolve around getting into?
A) College
B) The bedroom window
C) SAT's
D) A job
E) A new car
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

15) For most people, how they manage their career is one of the biggest personal _____ decisions they will ever make.
A) resolution
B) career
C) success
D) financial
E) business
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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16) How careers are managed is one of the biggest financial _____ most people make.
A) resolutions
B) doubts
C) indecisions
D) decisions
E) None of the answers are correct
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

17) If you don't know how something works on your campus, what should you go find?
A) Another Campus
B) Answers
C) Another College
D) More Questions
E) Study Group
Answer: B
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

18) If you think of yourself as a car, every car has standard equipment like an engine, tires, and radio. But cars that come with upgrades like heated leather seats and GPS would be considered _____. Are you the standard edition, or do you come with these upgrades?
A) boujee
B) basic
C) standard
D) luxury
E) unnecessary
Answer: D
Difficulty: Easy
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19) If you want to get into a pharmaceutical sales career track, you may have to sell cars or cell phones for a few years to gain experience. The point is that you are going to have to start at an _____ position to gain experience in order to get to your dream job.
A) entry-level
B) hospital
C) cell phone store
D) internship
E) management
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

20) Ira is being considered for a promotion from Assistant Director to Director of the Center for Personal Financial Research at Big State University (BSU). He and RuAnn are the final two candidates for the position being interviewed by the selection committee. RuAnn has more experience in personal financial research than Ira and appears to be the stronger candidate. What must Ira do in his interview with the selection committee to get the promotion?
A) Ira must convince the selection committee that he has a broader skill set than RuAnn
B) Ira must convince the selection committee that he has a better attitude than RuAnn
C) Ira must convince the selection committee that he brings greater value than RuAnn to the position
D) Ira must convince the selection committee that he has greater control over his career that RuAnn has over her career
E) Ira must convince the selection committee that they like him better than RuAnn
Answer: C
Difficulty: Hard
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

21) It doesn't matter if you are a freshman or a senior, or anywhere in between. When should your job search begin?
A) Now
B) High School
C) Freshman
D) Senior Year
E) Only during unemployment
Answer: A
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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22) It doesn't take that much more work to be really exceptional, a little of what goes a long way?
A) Elbow Grease
B) Mindset
C) Career
D) Can-Do Attitude
E) Team Work
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

23) It doesn't take that much more work to be really exceptional, always show up with what on your face?
A) Smirk
B) Attitude
C) Smile
D) Stain
E) Kiss
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

24) It doesn't take that much more work to be really exceptional. Always make sure to this to your work.
A) Finish
B) Quit
C) Report
D) Minimally do
E) Double-Check
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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25) It is important to take proactive steps to keep your career balanced and in line with your _____ goals and objectives.
A) municipal
B) public
C) community
D) personal
E) financial
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

26) It is not going to be good enough to just graduate, even with a high GPA, if you want any chance at all of getting your what after graduation?
A) Dream Job
B) Career
C) Job
D) Part-Time Job
E) Relationship
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

27) Just as your career is something that you manage, this is something that you manage too. It begins with developing the right attitude.
A) Personal Life
B) Financial Plan
C) College Career
D) Relationship
E) Spiritual Life
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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28) Knowing what a job or company requires early in your college career gives you time to obtain what?
A) Nice things
B) Skills
C) References
D) Monies
E) Goals
Answer: B
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

29) Let's take a look at the relationship between unemployment rates and education level. When you understand this relationship, you see an encouraging trend. If the education level is high, what should the unemployment rate be?
A) Same
B) High
C) Low
D) Unaffected
E) N/A
Answer: C
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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30) Regardless of what you may have been told, according to recent studies, how many of us are special?
A) 1 in 5
B) Everyone
C) Millennials
D) None
E) Baby Boomers
Answer: D
Difficulty: Medium
Topic: College and Its Impact on Career Planning
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31) Almost everyone is satisfied with being what? This means that you don't have to work much harder to stand out from the rest of the crowd. It doesn't take that much more work to be really exceptional.
A) Perfect
B) Regular
C) Luxury
D) Standard
E) Average
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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Learning Objective: Define why you are attending college.

32) So how do you begin to develop a new attitude while you're in college? It's easy. First, begin practicing being this rather than reactive.
A) On Time
B) Retroactive
C) Proactive
D) A leader
E) A follower
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

33) Keeping big picture in mind, what is it that is a big step to your career, not just your first job after graduation?
A) High School Diploma
B) Second Job
C) Internships
D) College Education
E) Trophies
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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34) The first step in developing a positive what at work is to believe in one's self?
A) Career growth
B) Life
C) Attitude
D) Posture
E) Arrogance
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

35) The most important trait to move your career forward is the right what?
A) Aptitude
B) Attitude
C) Appearance
D) Autonomy
E) Attrition
Answer: B
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

36) The next time your professor has a group assignment, what should you volunteer for?
A) Group Leader
B) Pick Last
C) Small Role
D) Create the Assignment
E) Hide
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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37) This is the term for what you are going to do throughout your lifetime, something that you manage. It is not what you do right now to earn a paycheck.
A) Internships
B) Mentorship
C) Work
D) Professional Development
E) Career
Answer: E
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
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38) This letter is sent with your résumé for purposes of obtaining a job and/or interview by highlighting their skills, experience and interest.
A) CV
B) Thank you note
C) Cover Letter
D) References
E) LinkedIn Profile
Answer: C
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

39) To be paid for a position or work task completed in exchange for pay is what?
A) Job
B) Career
C) Consulting
D) Income
E) Cash
Answer: A
Difficulty: Easy
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40) To make a great impression, where should you visit your professor?
A) Their Office
B) Coffee Shop
C) Their Home
D) Deans Office
E) Make a Lunch Date
Answer: A
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

41) What does receiving your college degree give you a greater chance of getting?
A) Ahead
B) Money
C) A spouse
D) Another Degree
E) Job
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

42) What is more important than aptitude or appearance? It can make or break a marriage, a family, or a career.
A) Money
B) Grades
C) Family
D) Attitude
E) Friends
Answer: D
Difficulty: Medium
Topic: College and Its Impact on Career Planning
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43) What is the easiest way to be proactive and stand out while you're still in college?
A) Be early
B) Use your cell phone
C) Don't Volunteer
D) Ask Question
E) Go to the library
Answer: D
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

44) What is the universal term for a federal or state government agency, a nonprofit group like the American Red Cross or a university assuming they add value to their customers?
A) Non Profit
B) LLC
C) Business
D) Warehouse
E) Career
Answer: C
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

45) This document makes you marketable, but does not guarantee a job for you when you graduate. It is nothing more than verification from a trusted third-party that you have acquired certain knowledge and mastered certain skills and that you are now trainable.
A) Major
B) Diploma
C) Personality
D) Bank Account
E) Credit Score
Answer: B
Difficulty: Easy
Topic: College and Its Impact on Career Planning
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46) What will companies do when the employees no longer add value and begin to cost the employer?
A) Promotion
B) Stock Purchase Plan
C) Lay Off
D) Buy-out
E) Massive Hiring
Answer: C
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

47) When is the best time to practice job interviews and make mistakes so that you don't make the same mistakes once you begin your job?
A) Middle School
B) Elementary
C) College
D) Times Up
E) Can only begin at your job
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

48) When you become the first person your boss thinks of when he or she has an assignment to be done right and on time, what is more likely to happen?
A) More Work
B) Promotion
C) Less Work
D) Demotion
E) CEO
Answer: B
Difficulty: Medium
Topic: College and Its Impact on Career Planning
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49) While you're still in college, if you don't understand something, do what and ask a question?
A) Quit
B) Give Up
C) Talk First
D) Make an appointment with your advisor
E) Raise Your Hand
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

50) Who is responsible for upgrading yourself to the luxury edition while you're in school?
A) Parents
B) Teachers
C) You
D) Advisors
E) Professionals
Answer: C
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

51) Who's responsibility is it to get your answers?
A) Your Employee
B) Your Mentor
C) Your Parents
D) Your Spouse
E) Yours
Answer: E
Difficulty: Easy
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

52) What is a cover letter?
Answer: A letter sent with a résumé that introduces the sender for purposes of obtaining a job and/or interview by highlighting their skills, experience and interest.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

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53) What is a résumé?
Answer: A formal written presentation of a job seeker's education, work experience, credentials, and achievements.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

54) What is the difference between a job and a career?
Answer: A job is paid position or work task completed in exchange for pay. A career is an occupation or profession taken throughout one's lifetime, especially with advancement opportunity. It usually requires periodic educational training.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

55) Why are college graduates forced to move back home, according to the National Association of Colleges and Employers?
Answer: Not preparing for your career early enough is the reason college students move back home after graduation. Not creating, and more importantly executing, on a plan. Many students think the diploma is a guaranteed give-me-a-job certificate. Nothing could be further from the truth.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

56) Why is it important to identify early what industry or what company has your dream job?
Answer: You cannot wait until your last semester to find out that you need four semesters of Spanish. Knowing what a job or company requires early in your college career gives you time to obtain and achieve those skills.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

57) Your college degree gives you a better chance at what?
Answer: Getting your college degree gives you a greater chance of getting a job, keeping a job, and earning a higher salary.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

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58) Explain the difference between a job and a career?
Answer: A job is what you do right now to earn a paycheck. A career is what you are going to do throughout your lifetime. Your career is something that you manage. When you think about your career you must always think, "What is my next step?" to advance me in my career. What do I do today to get me to the next step in my career.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

59) Explain the relationship between your education an your career.
Answer: Everything you do right now counts toward how your career will proceed once you graduate. Every class you take, every internship you complete, and every student organization you join has an impact on your future. You must always think, "What is my next step?" What you do today determines your tomorrow and your education is the beginning of tomorrow's career.
Difficulty: Hard
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

60) How important is your attitude in relationship to your college and professional career?
Answer: Just like you manage your professional career, your "college career" is something you also manage. You begin with developing the right attitude. Your attitude is what makes you the luxury edition. If you think you can–you can. If you think you can't–you're right. Attitude is more important than aptitude or appearance. It can make or break a marriage, a family, or a career. We cannot control the actions of others, but we can control our response. The most successful people are those with a positive attitude. Employers are looking for a positive attitude. You can earn your degree and learn how to do the work, but it is a positive attitude that will drive your success and advancement from the very first day on the job.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
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61) In the context of your job and career, what do we mean by "business" and what must you bring to that business regarding your job?
Answer: The term business really means any organization. A federal or state government agency is a business. A nonprofit group like the American Red Cross is a business. A university is a business. The terms "business" and "company" are used a lot in our discussion, but any organization is a business. Every organization must add value or it will cease to exist. This is also known as survival. For-profit organizations add value to their shareholders; while non-profits satisfy their liabilities while adding value to their consumers. Likewise, every organization will expect each of its employees to add value or that employee's job will cease to exist.
Difficulty: Hard
Topic: College and Its Impact on Career Planning
AACSB: Application of knowledge
Learning Objective: Define why you are attending college.

62) Since most everyone is satisfied with being average, you don't have to work much harder to stand out from everyone else at work. Name six ways to stand out at work and why is it important.
Answer: The six ways to stand out at work are (1) show up to work five minutes early, (2) stay five minutes late, (3) always show up with a smile on your face, (4) maintain a can-do attitude, (5) make sure to double-check your work, and (6) submit your work on time. You want to be the first person your boss thinks of when she has an assignment that must be done right and on time. When you become that person, you will be the first person your boss thinks of when there is a promotion.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

63) What are some good behaviors you can use to develop a good or healthy attitude while you're in college?
Answer: Good behaviors to help develop a good attitude include being proactive rather than reactive. Ask questions. If you don't understand something, raise your hand and ask a question. Go visit your professors in their offices. If you don't know how something works on your campus, go find the answer. Ask an advisor, the registrar, a financial aid counselor, or anyone of the multiple people on your campus paid to answer your questions. You cannot wait for answers to come to you, you must go get your answers.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

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64) When does your job search begin and how do you start?
Answer: It doesn't matter if you are a freshman or a senior, or anywhere in between. Your job search begins now. During your last two semesters in college, you should be working with your career services office to practice interviews, attend résumé and cover letter writing workshops, and sign up for interviews. Freshmen and sophomores should also be thinking about their first job after graduation. Your education is a means to an end, that end being not just any job, but your dream job. You want to acquire the skills early enough in college to make the most attractive candidate to the organization that has your dream job.
Difficulty: Medium
Topic: College and Its Impact on Career Planning
AACSB: Reflective thinking
Learning Objective: Define why you are attending college.

65) Why do businesses buy things and how does understanding this help you find a job?
Answer: Businesses do not buy things because they like them or it feels good. Businesses buy things for one reason only, to make a profit. The same concept applies to employees. A business will not hire anyone and pay them a salary unless the business believes the employee can help the business make money. Every employee must add value to the organization or their job will cease to exist.
Difficulty: Hard
Topic: College and Its Impact on Career Planning
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2.2 The College Career Plan

1) Who or what only spends money on things that make it money or adds value?
A) Businesses
B) Families
C) Parents
D) Guardians
E) None of the answers are correct
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

2) A good one of these lets you evaluate where you are in your college career and identify opportunities that will give you the skills and experiences a potential employer finds attractive.
A) Advisor
B) Plan
C) Parent
D) Mindset
E) Education
Answer: B
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

3) As you begin to answer the first three "W"s, it is important to _____ them in the order that is the most important for you, and no one else.
A) prioritize
B) add
C) subtract
D) double
E) randomize
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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4) Because you don't have classes, and although the competition will be stiff, when is the best time to complete an internship?
A) Fall
B) Spring
C) If you drop out
D) After you graduate
E) Summer
Answer: E
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

5) Begin by asking yourself "What kind of work do I want to do?" Do you prefer inside sales or outside sales? Do you want to be a manager? Do you want customer interaction? Would you like to work in manufacturing? Would you like to work in retail? Do you want to work in the healthcare industry? How about for a software company? These are all questions you should ask when addressing which "W"?
A) Where Am I?
B) What do you want to do?
C) Who Am I?
D) What does my future look like?
E) Who do you want to do it for?
Answer: B
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

6) Begin to identify specific companies where you can apply for a job after graduation. Since you know these companies already have jobs you will like and they are located in a place you want to live, you can concentrate on determining which ones will be the best fit for you. What "W" are you beginning to address?
A) Where Am I?
B) What do you want to do?
C) Who Am I?
D) What does my future look like?
E) Who do you want to do it for?
Answer: E
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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7) Bottom line is that organizations are looking for people that can show them how to use the latest technology to increase value. Do that and you will have _____ your career.
A) ruined
B) supplemented
C) replaced
D) investigated
E) fast-tracked
Answer: E
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

8) Completing a degree in the field of a dream job increases the chances of getting the next job on that dream _____ path.
A) college
B) investment
C) retirement
D) career
E) life
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

9) For a person to get their dream job, they must identify:
A) the requirements of the job and work their way back to where they are right now.
B) the experiences and skills they need to acquire.
C) the specific jobs that lead to their dream job and in what order.
D) the education that is required for the position.
E) all of the answers are correct
Answer: E
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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10) From an employer's perspective, an employee is generally considered:
A) an irreplaceable asset.
B) a necessary evil.
C) a part of the corporate "family".
D) a product to be purchased.
E) none of the answers are correct
Answer: D
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

11) From the employer's perspective, what are you that brings increased value to the organization?
A) A Product
B) Employee
C) Asset
D) Liability
E) Profit
Answer: A
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

12) Here's where doing a good job of finding jobs that incorporate many of the things you like to do really pays off. Since the job you picked out has many of the things you like to do, you will be focusing on getting better at many of the things you like to do. Your objective is to strengthen the talents and skills that an employer:
A) appreciates.
B) likes.
C) values.
D) already has.
E) teaches.
Answer: C
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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13) If the company that has your dream job is expanding into the South American market, what should you become fluent in to make you a very attractive applicant?
A) South American
B) French
C) Cooking
D) Business
E) Spanish
Answer: E
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

14) If you are in college full-time, what is your number one priority?
A) Finding a job
B) The weekend
C) College
D) Finding a girlfriend/boyfriend
E) Lodging
Answer: C
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

15) If you choose a job that incorporates many of the things you like to do, chances are, you will be very _____ at your job.
A) bad
B) poor
C) good
D) invested
E) interested
Answer: C
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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16) Ira and RuAnn graduate from college this year with the same degree. They both are good students, but Ira will graduate at the top of his class. RuAnn was vice president of the student government association, completed a summer study abroad in Germany, and interned with a local pharmaceutical company. Ira focused on his studies for most of his time in college. RuAnn is deciding between two very good job offers while Ira is still interviewing but has no job offer. What is the most likely difference between Ira and RuAnn?
A) RuAnn followed up her interviews with a thank you note while Ira did not
B) RuAnn understands the difference between a job versus a career while Ira does not
C) RuAnn chose a major with higher starting salaries than the major Ira chose
D) RuAnn focused on answering the "Three W's" while in college while Ira focused on his classroom work only
E) RuAnn's resume and cover letter were better
Answer: D
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

17) Just as it is a good idea to plan financially it is a good idea to plan for what?
A) College
B) Investing
C) Retirement
D) A career
E) Kids
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

18) Similar to a financial plan, this kind of plan includes setting career goals and objectives.
A) Retirement
B) Investment
C) Career
D) College
E) Family
Answer: C
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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19) Offered by many companies, both paid and unpaid, what is another way to gain valuable job experience?
A) Non-profit
B) Products or Services
C) Job
D) Internship
E) Networking
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

20) Once you begin to narrow down what you want to do, it's time to consider where you want to do it. You can begin by identifying one or two, but no more than three, _____ that have large concentrations of the kinds of jobs you want to do.
A) states
B) jobs
C) bosses
D) geographic regions
E) resumes
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

21) Once you have prioritized your first three "W"s you can move on to the fourth. This question is a critical one because it helps you see the big picture and think longer term and not just get caught up too much in short-term thinking. What is the final "W"?
A) Who do you want to do it for?
B) Where do you want to be five years after graduation?
C) Who Am I?
D) Where am I?
E) What do you want to do?
Answer: B
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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22) Once you identify your strengths and weaknesses, what must you align them with as they are critical to success in your dream job?
A) Core Values
B) Talent and Skills
C) Goals
D) Mindset
E) Vision
Answer: B
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

23) One of the best ways for people to improve themselves as an employee is to:
A) not volunteer for assignments outside of their department as they will be seen as disloyal.
B) stay in their current job for several years.
C) continue their education.
D) move around to many different jobs as quickly as possible to get varying experience.
E) be on time to work.
Answer: C
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

24) Potential employers are looking for you to demonstrate what kind of examples of how you have acquired certain qualities the employer finds important?
A) Successful
B) Hypothetical
C) Theoretical
D) Book
E) Real-Life
Answer: E
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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25) Summarized in one word, how do you get the most out of your college education?
A) Planning
B) Buddy System
C) Advisor
D) Library
E) Hard Work
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

26) The better the job you want out of college, the more, and higher level, of this will be required while you are in college.
A) Savings Knowledge
B) Financial Knowledge
C) Project Management
D) Risk Management
E) Experience
Answer: E
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

27) The four "W"s in your job search are relatively easy questions to ask, but take this to answer.
A) Time
B) People
C) Process
D) Interviews
E) Resumes
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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28) Three of the "W"s in career planning are what?
A) When, why, and where
B) What, where, and who
C) Who, what, and why
D) When, why, and whatever
E) Welcome, whether, and what if
Answer: B
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

29) The four "W"s of career management provide what through which to view your career plan?
A) Career
B) Lens
C) Path
D) Budget
E) Passage
Answer: B
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

30) There are several opportunities during college to improve your public speaking skills. You can even join organizations specifically dedicated to public speaking, such as what organization?
A) Stand Up
B) College
C) Toastmasters
D) Community College
E) Employment
Answer: C
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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31) These skills will improve with the more presentations you give in class which is why it is important to volunteer in group projects, but this may not be enough.
A) Balance
B) Speaking
C) Group
D) Personal
E) Team
Answer: B
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

32) While in college, how you answer this question, "What skills do I need to acquire now based on my answers to the four Ws?" will determine how you should spend your what?
A) Money
B) Personal Wealth
C) Income
D) Time and Energy
E) Investments
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

33) To perform a self assessment as an employee people should do what?
A) Honestly and critically evaluate themselves
B) Objectively identify what real strengths they have
C) Outline any shortcomings that are critical to getting that next job
D) Ask some fact-based questions about themselves
E) All of the answers are correct
Answer: E
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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34) To sell any product, you first have to understand it. Honestly and critically evaluate yourself. Identify your strengths and weaknesses. Evaluate yourself based on what talents and skills the companies you want to work for find valuable. To what is this referring?
A) Marketing
B) Selling Yourself
C) Job Hunting
D) Career Hunting
E) Personal Evaluation
Answer: B
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

35) What do you want to do, where do you want to do it, who do you want to do it for, and where do you want to be in five years, provide the bases for your college career plan. We call them what?
A) Marketing "W"s
B) Philosophy
C) Four "W"s
D) Our "wants"
E) Insight
Answer: C
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

36) What do you want to do? Where do you want to do it? And who do you want to do it for? These are three easy questions to ask, but can be difficult to answer when managing your what?
A) Asset
B) Career
C) Liability
D) Debt
E) Job
Answer: B
Difficulty: Easy
Topic: The College Career Plan
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Learning Objective: Develop your college career plan.

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37) What is your goal to acquire in college so that you will be the most desirable applicant for the job?
A) Ability
B) Financial Freedom
C) Career
D) Talent and Skills
E) Physique
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

38) What should you not discount that allows you to gain valuable experience that will enhance your résumé and may help you secure a job in the future?
A) Unpaid Internship
B) Non Profits
C) Your boss
D) College
E) Academic Clubs
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

39) What skills are very important to every employer in every field? You have a great opportunity to gain experience building these skills while you are in college.
A) Resume Building
B) Organizing
C) Filing
D) Leadership
E) Computer
Answer: D
Difficulty: Medium
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40) What skills include both writing and speaking?
A) Communication
B) Stand Up Comedy
C) Visual
D) Technology
E) Coordination
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

41) What type of questions should you be asking yourself during a personal evaluation?
A) Easy
B) Hard
C) Challenging
D) Fact-Based
E) Hypothetical
Answer: D
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

42) What will bring you one step closer to meeting the minimum requirements for your dream job?
A) Marriage
B) Resume
C) Completing your degree
D) References
E) Advising
Answer: C
Difficulty: Medium
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43) It is considered what when people continually assess where they are in their career, where they want to go, and which routes to take?
A) A bad idea
B) The responsibility of their investment advisor
C) Part of a career plan
D) The responsibility of their human resources office
E) Life
Answer: C
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

44) You can never tell from where lucrative job offers might come. What should you take full advantage of during your college career?
A) Professors
B) Opportunities
C) Jobs
D) Extra Credit
E) Night Classes
Answer: B
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

45) You will find that you do not possess all the necessary skills and experiences required for your future what? Do not panic. Discovery is all part of the process. Remember, you are still in college and now is the time to acquire those skills.
A) Dream Job
B) Spouse
C) Major
D) Class
E) Interview
Answer: A
Difficulty: Easy
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

46) From the employer's perspective, what are you?
Answer: From the employer's perspective, you are a product to be purchased to bring increased value to the organization.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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47) How do you get the most out of your college education?
Answer: It takes planning. Without a plan, most will end up somewhere eventually, but probably not where they wanted to go. Proper planning allows you to assess where you are, see where you want to go, and see which routes you can take to get there.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

48) The four "W"s are relatively easy questions to ask, but what do they take in order to answer successfully?
Answer: In order to answer the four "W"s successfully, it takes: time, thought, reflection, and effort.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

49) What advantage is there to answering the four "W"s sooner rather than later?
Answer: The earlier you begin to answer the four "W"s, the more closely you can align your college education to your desired career. Once you target the companies which match your career goals, you can ask people at those companies to address your "W"s.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

50) What are the Four "W"s?
Answer: What do you want to do, where do you want to do it, who do you want to do it for, and where do you want to be in five years.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

51) What characteristics make a good co-op or internship?
Answer: The best internships and co-ops are paid, are with a company you identified as one you want to work for after you graduate, and allow you to earn course credit.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

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52) What does a good college plan allow you to do?
Answer: A good plan lets you evaluate where you are in your college career and identify opportunities that will give you the skills and experiences a potential employer finds attractive.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

53) What is your bottom-line goal of why you are attending college?
Answer: Your goal is to acquire the talents and skills in college so that you will be the most desirable applicant for the job.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Application of knowledge
Learning Objective: Develop your college career plan.

54) What kind of experience do employers value?
Answer: Employers value a part-time position within your field while in school. It tells the prospective employer that you understand some aspects of the field you want to enter and now have some level of experience.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

55) What questions should you ask yourself during a self-evaluation?
Answer: The three questions you should ask yourself in a fact-based self-evaluation are: what is my performance in class, do I have the right work experience, and can I demonstrate communication and leadership skills?
Difficulty: Medium
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

56) Describe how you might practice your communication skills while in college.
Answer: Communication skills include writing and speaking. Your writing skills will also improve by reading books, such as textbooks, popular novels, and nonfiction. Speaking skills improve with the more presentations you give in class, but this may not be enough. Keep in mind your goal is to demonstrate that you are successful at speaking. Your employer will look for practical application of those speaking skills. Volunteer the next time your professor assigns a presentation in class. If it is a group presentation, ask your group mates if you can "host" the presentation. You do most of the talking and call your group mates in to answer specific questions. You get the extra practice and your presentation will stand out from everyone else's.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
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57) Describe the importance of job experience and its important to a potential employer.
Answer: The better the job you want out of college, the better job experiences you will need while in college. And not all experience is created equal. A full-time position in your field is the best experience you can gain. It means that you understand the industry, and you understand various aspects of the job. Your knowledge and experience help remove much of the risk that your prospective employer will have to take when hiring you. Very few people recommend that you work full-time while attending college full-time. College is your number one priority while in college. Employers understand your need to attend college full-time, and rate highly any part-time position you hold in your field while in college.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

58) Explain the Four "W"s in relation to your job search.
Answer: The four "W"s are relatively easy questions to ask, but take time, thought, reflection, and effort to answer.
1. What Do You Want to Do? - Begin by asking yourself "What kind of work do I want to do?" Do you prefer inside sales or outside sales? Do you want to be a manager? Do you want customer interaction?
2. Where Do You Want to Do It? - Once you begin to narrow down what you want to do, it's time to consider where you want to do it. You can begin by identifying one or two, but no more than three, geographic regions that have large concentrations of the kinds of jobs you want to do.
3. Who Do You Want to Do It for? - Now that you have an idea of what kinds of jobs you want and where those jobs are located, you can identify specific companies where you can apply for a job after graduation.
4. Where Do You Want to Be Five Years after Graduation? - Once you have prioritized your first three Ws you can move on to the fourth. This question is a critical one because it helps you see the big picture and think longer term and not just get caught up too much in short-term thinking. Where do you want to be in all aspects of your life? Make sure your selections made align with this questions and what you find are important.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

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59) What are the Four "W"s and why is it important to answer them as early as possible?
Answer: The four "W"s are relatively easy questions to ask, but take time, thought, reflection, and effort to answer. They are: What do you want to do, where do you want to do it, who do you want to do it for, and where do you want to be in five years? The earlier you begin to answer the four "W"s, the more closely you can align your college education to your desired career. Once you target the companies which match your career goals, you can ask people at those companies, "What do I need to do while I am in college that will make you interested in hiring me when I graduate?" You want to find out as early in your college career as possible what those companies find attractive in new graduates so you can take the necessary classes, get the appropriate internship, or join the right student organization, to demonstrate that you are the right person for their company. Bottom line: Your goal is to acquire the talents and skills in college so that you will be the most desirable applicant for the job. For example, if the company that has your dream job is expanding into the South American market, becoming fluent in Spanish could make you a very attractive applicant. You want to know this a year or more before you graduate so that you can take a couple of foreign language courses or even complete an international study abroad program. This strategy is a win—win for both you and your potential employer. The company gets a productive new employee, and you get your dream job. You cannot acquire these kinds of skills or experiences if you wait until just before graduation to learn what they are.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

60) What do employees value from college students that allow you to stand out?
Answer: College is the number one priority while in college. Employers understand that college is a full-time job. Thus, employers really value a part-time position within your field while in school. It tells the prospective employer that you understand some aspects of the field you want to enter. Many times work at an entry-level position in your field while in school greatly increases the probability that you will gain a full-time job upon graduation.
Difficulty: Medium
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

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61) What is the value and what is the timing of a good internship?
Answer: Another way to gain valuable job experience is to seek an internship or a co-op (cooperative education). The best internships and co-ops are paid, are with a company you identified as one you want to work for after you graduate, and allow you to earn course credit. Many large companies offer internships, including IBM, Nortel, Marriott, some banks, and the federal government. Of course, the easiest time to complete an internship is during the summer when you do not have any classes; however, the competition will be stiff. If your major is flexible enough, your best bet is to seek an internship during the spring or fall semester and attend summer school. You must plan well and allow room in your course schedule for both the time and credit hours for the internship. However, the advantage to a spring or fall internship is that most of your classmates will be in school, making more internship opportunities available to you with less competition from your classmates. Do not discount the value of an unpaid internship. Do not let a few hundred dollars keep you from gaining valuable experience that will enhance your résumé and may help you secure a job in the future. The right internship will help you gain great experience, enhance your résumé, generate contacts, and in many cases lead to job offers.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

62) When trying to land your dream job, what are you from the employer's perspective?
Answer: From the employer's perspective, you are a product to be purchased to bring increased value to the organization. Once you have an idea of what you want to do, where you want to do it, and who you want to do it for, you then can begin to improve you–the product. Remember that from the employer's perspective, you are a product to be purchased so that you can bring value from your talents and skills to the company. Businesses only spend money on products that make them money. The second part to your college career plan is to put a product improvement process in place so that you get the skills and experiences that employers find valuable. Your product improvement process begins with knowing yourself.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Reflective thinking
Learning Objective: Develop your college career plan.

63) Why is it important to align your strengths with the critical skills required in your dream job?
Answer: Once you identify your strengths, align them with the talents and skills critical to success in your dream job. After identifying what you are missing to be the most attractive candidate, work to acquire those things with your time left in college. Of course, every person is different, but there are some common things every employer values. Every organization wants people who are educated, can communicate well, and can lead a team to complete a task.
Difficulty: Hard
Topic: The College Career Plan
AACSB: Application of knowledge
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2.3 The Job of Getting a Job

1) This is a critical document for anyone seeking a new job.
A) Résumé
B) Cover letter
C) Thank you letter
D) Personal statement
E) None of the answers are correct
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

2) A cover letter should be what for each individual job application?
A) Customized
B) Generalized
C) Standardized
D) All of the answers are correct
E) None of the answers are correct
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

3) This should be brief and concise, and three paragraphs long at most.
A) Cover letter
B) Resume
C) Thank you letter
D) Invitation
E) Job offer
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

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4) After you go through the four "W"s and identify potential companies to work for, where should you go next to match jobs with your interests and skills?
A) Company Websites
B) Starbucks
C) Indeed.com
D) Personal Advisor
E) Mentor
Answer: A
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

5) Almost always the only first chance to impress a potential employer or hiring manager is through what?
A) Résumé
B) Cover letter
C) Thank you letter
D) Interview
E) A and B are correct
Answer: D
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

6) Although a résumé is the tool that helps secure an interview, a well written what provides the incentive for a potential employer to read further?
A) Cover letter
B) Thank you letter
C) Invitation
D) Résumé
E) Email
Answer: A
Difficulty: Easy
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7) Although it will take some time for you to answer the four "W"s, improve yourself, position yourself, complete an internship, and get good grades, eventually you will reach your last _____. That will be the time to begin marketing yourself.
A) straw
B) job
C) career
D) semester in college
E) internship
Answer: D
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

8) Applicants with a less than perfect résumé are the first to go. Because of this, what do you remove from your résumé to stay in contention?
A) Silly Mistakes
B) Telephone Number
C) Education
D) GPA
E) Special Added Value Skills
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

9) As one of the top-visited job search sites in the United States, this website has millions of visitors each month. It powers the career sites of more than 1,000 partners, including 340 newspapers.
A) SimplyHired.com
B) CareerBuilder.com
C) CollegeGrad.com
D) StartJobs.net
E) AfterCollege.com
Answer: B
Difficulty: Easy
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10) Because a _____ is a primary marketing tool when applying for a job, it must be perfect.
A) résumé
B) cover letter
C) thank you letter
D) personal statement
E) None of the answers are correct
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
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11) Being prepared to take advantage of a new job opportunity is important for good _____ management.
A) career
B) investment
C) retirement
D) college
E) life
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

12) Contrary to popular belief, what is the true purpose of your résumé?
A) Create a cover letter
B) Impress Family
C) Upper Management
D) Get the Interview
E) Class Assignment
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
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13) Engaging with individuals and professionals providing a mutually beneficial relationship, especially as it relates to careers and business and professional opportunities is referred to as:
A) meetings.
B) conversations.
C) engagement.
D) mingling.
E) networking.
Answer: E
Difficulty: Medium
Topic: The Job of Getting a Job
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Learning Objective: Describe the process of getting a job.

14) If you are applying for an accounting position, other than your accomplishments in business, what other areas would you want to highlight?
A) Extracurricular
B) Class President Positions
C) Math-Related
D) GPA
E) Personal Style
Answer: C
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

15) If you are submitting documents via e-mail, after you confirm attaching the correct file, what should be your final step?
A) Salutation
B) Double Check Attachment
C) Period
D) Spell Check
E) Spacing
Answer: D
Difficulty: Easy
Topic: The Job of Getting a Job
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16) In fact, the job of getting a job is a _____!
A) pain
B) piece of cake
C) walk in the park
D) reward
E) job
Answer: E
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

17) Ira has applied for similar jobs at three different companies. He spent hours developing his résumé and cover letter. He had many knowledgeable people read his résumé and make suggestions for improvement. He made sure his résumé reflected his current skills and experience in the best possible way. Ira thinks his résumé is perfect and uses it to apply for all 3 jobs. What mistake did Ira make when he sent his résumé to the three companies?
A) Ira did not spell check his résumé and cover letter
B) Ira did not tailor his résumé to each individual employer
C) Ira did not include a thank you note with his résumé and cover letter
D) Ira did not keep his résumé to one page
E) Ira should only be applying to one job at a time
Answer: B
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

18) It is important to be prepared for your next job. This is part of what kind of plan?
A) College
B) Investment
C) Retirement
D) Career
E) Life
Answer: D
Difficulty: Easy
Topic: The Job of Getting a Job
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19) It is up to the individual to take the steps necessary to succeed and stand out above everyone else so that they can advance in their job; that is why it is called a career what?
A) Escalator
B) Elevator
C) Maneuver
D) Ladder
E) Buster
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

20) Just like your résumé, your _____ should be customized for each individual job for which you are applying. You will need to research each potential employer to learn enough about the company to sound very interested and knowledgeable.
A) cover letter
B) handshake
C) networking
D) background
E) personality
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
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Learning Objective: Describe the process of getting a job.

21) Keep in mind that just because there are no job listings that show availability right now, it doesn't mean you should stop pursuing a company. What can you still reach out and begin to do now?
A) Beg
B) Network
C) Reapply
D) Interview
E) Find another job
Answer: B
Difficulty: Easy
Topic: The Job of Getting a Job
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22) Many people focus on their résumé and cover letter; but what is also important to create or update?
A) Facebook
B) Instagram
C) Website
D) LinkedIn Profile
E) Weebly
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

23) No one else will move you along in your career like _____ will.
A) your professors
B) you employer
C) you
D) you parents
E) your boss
Answer: C
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

24) Other than telephone conversations, what is the best way to get to know people?
A) Stalking
B) Google
C) Speed Dating
D) Social Media
E) Face-to-Face
Answer: E
Difficulty: Easy
Topic: The Job of Getting a Job
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25) Sending just a résumé without this when applying for a job makes it likely that the application will be ignored, set aside, or trashed.
A) Invitation
B) Thank you letter
C) Cover letter
D) Copy of the ad
E) Resume
Answer: C
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

26) The best way to find a job is by using your what? You should start building one before you even become a professional.
A) Network
B) Facebook
C) Parent
D) Professor
E) Computer
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

27) This is a 20-30 second summary of who you are and what you are looking to do.
A) Elevator Speech
B) Run-On Sentence
C) Elevator Ride
D) Pitch
E) Introduction
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
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28) There are many places you can go online to search for jobs, which can be effective. However, you are also likely competing with what for a job?
A) Family
B) Employees
C) The Boss
D) The Intranet
E) Hundreds
Answer: E
Difficulty: Easy
Topic: The Job of Getting a Job
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29) This is currently the most visited job search site in the United States. It is an aggregate site that pulls job listings from thousands of company Web sites, job boards, and more. Some employers even post directly to this website.
A) Indeed.com
B) CareerBuilder.com
C) Monster.com
D) SnagJob.com
E) CollegeRecruiter.com
Answer: A
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

30) Unlike your résumé and cover letter, which are very formal documents, this online profile should be written in the first person. This profile should be more personal and speak passionately about the things you want to highlight about your professional life.
A) Instagram
B) LinkedIn
C) Facebook
D) Snapchat
E) Webpage
Answer: B
Difficulty: Medium
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31) What is the recommended length of your résumé?
A) 1/2 a page
B) 2-5 pages
C) 5-10 pages
D) Paragraph Only
E) 1-2 pages
Answer: E
Difficulty: Easy
Topic: The Job of Getting a Job
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Learning Objective: Describe the process of getting a job.

32) When it comes to cover letters, how many people want to read a page filled with small font text that is boring and not relevant?
A) HR Managers
B) Nobody
C) CEO
D) Overachievers
E) Go getters
Answer: B
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

33) What job site features many entry-level jobs and internships from a very large number of employers, and uses a computer matching algorithm to pair job seekers with opportunities that fit their specific major, and skills?
A) Monster.com
B) SnagJob.com
C) CollegeGrad.com
D) AfterCollege.com
E) SimplyHired.com
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
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34) What job site has been around for more than 20 years and is also among the most visited job search sites? It is primarily known for low- to mid-level management positions, which is ideal for graduates with an associate's or a bachelor's degree.
A) USAJobs.gov
B) Indeed.com
C) Monster.com
D) CareerBuilder.com
E) SnagJob.com
Answer: C
Difficulty: Medium
Topic: The Job of Getting a Job
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35) What job site has jobs posted by state and county to quickly see what is available in a particular geographical area? You can also select by college or university, which will list jobs in or around the city or town where the college is located.
A) AfterCollege.com
B) USAJobs.gov
C) StartJobs.net
D) Indeed.com
E) CareerBuilder.com
Answer: C
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

36) What job site is an aggregate site that pulls job listings from thousands of web sites, including job boards and more?
A) SimplyHired.com
B) Indeed.com
C) CareerBuilder.com
D) Monster.com
E) SnagJob.com
Answer: A
Difficulty: Medium
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37) What job site is one of the few sites designed specifically for hourly jobs? If your goal is not necessarily to start out in management or in a salaried position, then this job site may be a good alternative.
A) CollegeRecruiter.com
B) SimplyHired.com
C) CareerBuilder.com
D) SnagJob.com
E) StartJobs.net
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
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38) What job site is specifically designed to match employers with recent college graduates? It is designed specifically for college students and graduates. You can search for entry-level jobs based on your college major or search for internships based on your field of study on this site.
A) AfterCollege.com
B) USAJobs.gov
C) Indeed.com
D) Monster.com
E) CollegeRecruiter.com
Answer: E
Difficulty: Medium
Topic: The Job of Getting a Job
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39) What job site is the online portal for the federal government to list civil service (non-military) job openings? Federal agencies use this site to facilitate their hiring process and match qualified candidates to job openings.
A) Indeed.com
B) Monster.com
C) CareerBuilder.com
D) CollegeGrad.com
E) USAJobs.gov
Answer: E
Difficulty: Medium
Topic: The Job of Getting a Job
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40) What must your résumé and e-mail be before you hit send?
A) 1-2 pages
B) Double Spaced
C) Glanced over once
D) Printed
E) Perfect
Answer: E
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

41) What should your résumé emphasize as it relates to the requirements of the job?
A) Name
B) Strengths
C) Birthdate
D) Emergency Contact
E) Brief Thank You
Answer: B
Difficulty: Easy
Topic: The Job of Getting a Job
AACSB: Application of knowledge
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42) When trying to make connections on LinkedIn, if you cannot get to the specific company, where should you begin searching next?
A) Facebook
B) Google
C) Instagram
D) Industry Organization
E) School Website
Answer: D
Difficulty: Medium
Topic: The Job of Getting a Job
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43) What social media platform can you use to identify exactly who works for what organization, and maybe even in what department? Then, you can see who you know that is connected to someone they know so you can reach out and be introduced.
A) Instagram
B) Facebook
C) LinkedIn
D) Jobs.gov
E) Company Website
Answer: C
Difficulty: Easy
Topic: The Job of Getting a Job
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44) You can use LinkedIn to reach out to that company, research and uncover the contact information for the hiring manager, and discover the needs of the company. For what will this information be useful?
A) Career
B) Job
C) Interview
D) Mentor
E) LinkedIn
Answer: C
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

45) Just like your résumé, your cover letter should be what?
Answer: Just like your résumé, your cover letter should be customized for each individual job for which you are applying.
Difficulty: Medium
Topic: The Job of Getting a Job
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46) Name at least three online job search resources and the strengths of each.
Answer:
1. Indeed.com - Indeed is currently the most visited job search site in the United States. It is an aggregate site that pulls job listings from thousands of company Web sites, job boards, and more.
2. CareerBuilder.com - One of the top-visited job search sites in the United States, CareerBuilder.com has millions of visitors each month. It powers the career sites of more than 1,000 partners, including 340 newspapers.
3. Monster.com - Monster has been around for more than 20 years and is also among the most visited job search sites. It is known especially for low- to mid-level management positions, which is ideal for graduates with an associate's or a bachelor's degree.
4. SnagaJob.com - SnagaJob is one of the few sites designed specifically for hourly jobs. If your goal is not necessarily to start out in management or in a salaried position, then SnagaJob.com may be a good alternative.
5. CollegeRecruiter.com - CollegeRecruiter.com is specifically designed to match employers seeking recent college graduates with job-seeking recent college graduates.
6. SimplyHired.com - SimplyHired is an aggregate site that pulls job listings from thousands of Web sites, including job boards and more. It is owned by its former competitor, Indeed, and continues to exist as a publishing partner.
7. CollegeGrad.com - The #1 entry-level job site (based on Internet traffic) is focused on helping college students and recent graduates find a job. The site is easy to navigate and focuses on entry-level jobs and internships.
8. StartJobs.net - StartJobs.net has jobs posted by state and county to quickly see what is available in a particular geographical area. You can also select by college or university, which will list jobs in or around the city or town where the college is located.
9. AfterCollege.com - AfterCollege features more than 400,000 entry-level jobs and internships from more than 25,000 employers. It utilizes a computer matching algorithm to pair job seekers with opportunities that fit their specific major, skills, etc.
10. USAJobs.gov - USAJobs is the official Web site for the federal government to list civil service (non-military) job openings. Federal agencies use USAJobs to facilitate their hiring process and match qualified candidates to jobs openings.
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

47) What does it mean to network?
Answer: Contacting individuals and professionals for purposes of maintaining a mutually beneficial relationship, especially as it relates to careers and business and professional opportunities.
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

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48) What is an Elevator Speech?
Answer: A 20-30 second summary of who you are and what you are looking to do.
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

49) What is one of the worst things you can do when preparing for a job interview?
Answer: One of the worst things you can do is walk into the interview totally unprepared with little or no knowledge of the company.
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

50) Your LinkedIn profile should be different from your résumé and cover letter. Explain.
Answer: Unlike your résumé and cover letter, which are very formal documents, your LinkedIn profile should be written in the first person. Your profile should be more personal and speak passionately about the things you want to highlight about your professional life. You can (and should) add your picture.
Difficulty: Medium
Topic: The Job of Getting a Job
AACSB: Application of knowledge
Learning Objective: Describe the process of getting a job.

51) One of the worst things you can do is walk into a job interview totally unprepared with little or no knowledge of the company. What should you do to prepare for an interview?
Answer: Preparing for the interview is like cramming for an exam. You need to find out as much as you can about the company. Start with the basics and find out what the company does and how it makes their money. Find out how the company did last year and what its goals and objectives are. Research how many employees the company has, in how many countries, who its competitors are, and what the outlook is for its industry. Find out if the company has received any awards recently or if it has received any bad press. Listen to the chair's address to the board of directors to determine the current priorities and direction of the company. You should Google the company to track down the most recent annual report, which contains more information than just sales figures. Read the company Web site for important and recent news. The key is to show you actually have an interest in the company and not just in the job.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
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52) Prepare an example of your elevator speech.
Answer: A good elevator speech would go something like, "Hello, my name is Pat Doe and I have a bachelor's degree in underwater basket weaving with internship experience at Underwater Hammocks, Inc. As an active member of the student chapter of Underwater Basket Weavers International I have successfully participated in many leadership roles, and I am now ready to take what I have learned and translate that into success at your company. I am looking forward to speaking with your hiring manager about job possibilities in your aquatics weaving department." Of course, you have to make the speech your own but you get the idea. Your elevator speech will be used at career fairs, networking events, and other occasions where you run into potential employers and other contacts.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

53) What is the difference between a résumé and a cover letter?
Answer: Although your résumé is the tool that will help you get an interview, it is your cover letter that will get your résumé read by the potential employer. If you just send a résumé without a cover letter, it may be ignored, set aside, or trashed. The cover letter is your first opportunity to introduce yourself to an employer. Without a cover letter, your résumé is just a list of classes, job tasks, and responsibilities. The cover letter brings it together and allows you to say, "I am a real person who you want to consider hiring, so go ahead and look through my résumé and then call me to set up an interview and learn more." You do not literally write that on your cover letter, but that is what your cover letter represents. Just like your résumé, your cover letter should be customized for each individual job for which you are applying. You will need to research each potential employer to learn enough about the company to sound very interested and knowledgeable. You want to start the letter by directing it to an actual person. Use the contact information on the job application or find out who the hiring manager is. Even when you apply through a human resources department it is a good idea to send a cover letter and résumé to the person actually doing the hiring.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
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54) What is the purpose of an after-interview thank you note and what strategy can you use to insure that it is read?
Answer: The whole purpose of the thank-you note is to keep your name in front of the hiring committee or manager. The best time to write your thank-you letter is within 24—48 hours after the interview. If you are sending a thank-you via e-mail, make sure to include your name in the subject line. Hit the high notes of the interview, focusing on specific questions or topics that resonated with each interviewer. This way each person receives their own individual thank-you, which is critical in the event they share with each other. Remember, your goal is to get your name back on the top of the pile by making each interviewer feel special. You want to keep your note brief and concise, so you should only hit one or two high points. Make sure to use proper grammar and spelling. Read the e-mail or letter again and again and have someone else read it at least once. Once you're satisfied it is perfect, send it. Then, sit back and wait for the job offers to come in.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

55) What should be the difference between your résumé /cover letter and your LinkedIn profile?
Answer: Unlike your résumé and cover letter, which are very formal documents, your LinkedIn profile should be written in the first person. Your profile should be more personal and speak passionately about the things you want to highlight about your professional life. You can (and should) add your picture. You want a businesslike profile picture (not a vacation picture). You may also want to add a short video introducing one or two really great projects that you worked on while in school–even if that project was not school related. Don't go overboard or get too "cutesy" but make sure to put the time in so your profile will stand out. The more complete and engaging your profile is, the better the odds of employers' finding you in the first place.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

56) When applying for a job, what should you do regarding social media?
Answer: Review all your social media profiles. You want to avoid controversial and political commentary. You never want to chance offending a potential employer or your network with your opinions. Start with Facebook since it is the social media platform on which you are most likely to post your most personal pictures and commentaries. Then, turn your attention to Instagram, Twitter, Tumbler, and any other social media platforms you use. Make sure to remove any tasteless photos or posts, or anything that would cause you embarrassment in front of a potential employer. Polish all your profiles to demonstrate how social media savvy you are. Many employers want employees who are social media competent. Now that you have your profile set up, you can use LinkedIn to continue your job search.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
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57) Why is important to use the appropriate key words when completing a job application?
Answer: Unlike the résumé and cover letter, which are personalized and well formatted, the job application itself can be quite cumbersome. Most large employers utilize a formal application process where you complete an online form with your name, years of experience, highest level of college, and so forth. The purpose of the application is to automatically screen out those who are not eligible. For example, if the application requires a master's degree and four years of experience, the system may automatically filter out anyone applying with only a bachelor's degree or with only three years of experience. In many cases, a human will never see these applications. In fact, many job screening software programs also look for keywords. Much like a Google keyword search, only those applications with certain keywords are selected through the screening process. Understand that hundreds of people may apply for a single position so efficiency is critical for employers. So how do you find the keywords? Well, they don't hand out a list of keywords to use, but you can go through the job posting line by line and use the same terms that it uses when describing your own experience. For example, if you were in charge of ordering supplies and the job posting uses the phrase "supply procurement," then change your résumé from "ordered supplies" to either "procured supplies" or "responsible for supply procurement." Don't lie about your responsibilities, but make sure the way you name and describe your duties aligns with their job posting.
Difficulty: Hard
Topic: The Job of Getting a Job
AACSB: Reflective thinking
Learning Objective: Describe the process of getting a job.

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2.4 Career Success Factors

1) Between your _____ and your network you should not lack for someone to turn to for advice or help.
A) home
B) mentor
C) family
D) friends
E) employer
Answer: B
Difficulty: Easy
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

2) How many people can do their job and go home?
A) Anybody
B) Upper Management
C) Nobody
D) Only White Collar
E) Stay at home moms
Answer: A
Difficulty: Easy
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

3) If you really want to impress your boss, try acting more like an owner than an employee. One way is to look for any other way you can help to increase the:
A) expenses.
B) employees.
C) pay per hour.
D) bottom line.
E) revenue.
Answer: D
Difficulty: Easy
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

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4) Instead of acting like an "employee", to impress your boss, what should you start acting like that will force you to take more initiative?
A) Follower
B) Customer
C) An owner
D) Management
E) Act like your boss
Answer: C
Difficulty: Medium
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

5) This refers to someone with more experience and/or achievements who often gives guidance to someone with less experience for a specific career or activity.
A) Expert
B) Mentor
C) Professor
D) Fellowship
E) Boss
Answer: B
Difficulty: Easy
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

6) To impress those around you, what should you wear, all while keeping a positive attitude?
A) Professional Dress
B) Business Casual
C) Suit and Tie
D) Positive Mindset
E) A Smile
Answer: E
Difficulty: Easy
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

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7) What is the term for a circle of colleagues, professional contacts, or friends that you can access quickly for advice and assistance with problem solving?
A) Network
B) Besties
C) Employees
D) Employee Circle
E) The Circle
Answer: A
Difficulty: Medium
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

8) What do you hope your boss asks of you after you volunteer to assist on special projects and complete it successfully?
A) Payment
B) Lead
C) Volunteer again
D) Follow
E) Financial Statements
Answer: B
Difficulty: Medium
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

9) What is a mentor?
Answer: An individual with more experience and/or achievements who gives guidance to someone with less experience for a specific career or activity.
Difficulty: Medium
Topic: Career Success Factors
AACSB: Application of knowledge
Learning Objective: Identify critical factors to success in the workplace.

10) What mindset or attitude should you adopt to impress your boss at work?
Answer: If you really want to impress your boss and not be "average", act more like an owner than an employee. You can do this by paying attention to costs, lower company costs, increase the company's revenues, bring in more customers, see more clients, and look for any other way you can help to increase the bottom line.
Difficulty: Medium
Topic: Career Success Factors
AACSB: Reflective thinking
Learning Objective: Identify critical factors to success in the workplace.

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11) Describe several career management strategies to move up in a company or organization.
Answer: Career strategies to move up in a company can include seeking out a mentor, someone who has already been there and can guide you along the way. Why try to reinvent the wheel? Why not just learn from someone else who has already been there? In some companies, if you are part of a specific program, you may be assigned a mentor. However, in most instances you are on your own. It is up to you to seek out someone who can be your mentor. Perhaps it is someone who is in a job position that you want to be in, or maybe it is simply someone who has been successful within your career field. The key is to find someone you can trust, someone who is willing to spend time with you, and someone who is more successful than you are right now. So, how else can you show that you are not average? Show up early and stay late. That's it. It only takes giving a little bit more to really stand out above the average employee. As previously mentioned, show up early and stay late each day for work. Of course, if you come in early and stay late just to socialize with coworkers that will simply backfire. Your supervisor will assume that's what you do most of the day. You want to be seen as someone who is already working when others arrive. You also want to be seen as someone who is still working when others leave. Once you establish a reputation as a hard worker, that reputation can carry you far beyond the little bit of effort it takes to prove yourself. Become the go-to person for something. Maybe you know Microsoft Excel™ better than anyone else. Or maybe you become known as the person that gets things done. If your boss doesn't have the funds in the budget to pay for special courses or to expand your job skills, consider paying for them yourself. What you learn could make you more valuable in your job. And make you more attractive for that next job.
Difficulty: Hard
Topic: Career Success Factors
AACSB: Reflective thinking
Learning Objective: Identify critical factors to success in the workplace.

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