Your Career 10th edition Owens Test Bank

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Name:_____ Class:_____ Date:_____

Chapter 01

1. A Job Search Journey is once in a lifetime event that cannot be repeated.
   a. True
   b. False

ANSWER: False
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:05 AM
DATE MODIFIED: 12/15/2020 4:06 AM

2. You should write your resume in Phase One of your Job Search Journey, *Prepare for the Journey*.
   a. True
   b. False

ANSWER: False
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:06 AM
DATE MODIFIED: 12/15/2020 4:08 AM

3. Your Career Builder Files contain both documents that you create and documents from other sources.
   a. True
   b. False

ANSWER: True
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:09 AM
DATE MODIFIED: 12/15/2020 4:13 AM

4. The most successful job seekers spend all their time looking for jobs, not keeping records of their job search activities.
   a. True
   b. False

ANSWER: False
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 2
DATE CREATED: 12/15/2020 4:13 AM
DATE MODIFIED: 12/15/2020 4:14 AM

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Chapter 01

5. Because your goals are personal, you should not tell anyone what they are.
   a. True
   b. False

ANSWER: False
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:15 AM
DATE MODIFIED: 12/15/2020 4:16 AM

6. Only long-term goals need to be in writing.
   a. True
   b. False

ANSWER: False
POINTS: 1
QUESTION TYPE: True / False
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:16 AM
DATE MODIFIED: 12/15/2020 4:17 AM

7. In which phase of the Job Search Journey would you network with others to find job openings?
   a. Prepare for the Journey
   b. Create Your Resume
   c. Apply for Jobs
   d. Shine at Interviews
   e. Connect, Accept, and Succeed

ANSWER: c
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:18 AM
DATE MODIFIED: 12/15/2020 4:22 AM

8. When looking for a job that is a good match with my job target, the most important thing to consider is which job:
   a. pays the most, including wages and benefits.
   b. is the best match with your skills, strengths, and interests.
   c. will help you make the leap to the next job level at this or another company.

ANSWER: b
POINTS: 1

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QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:23 AM
DATE MODIFIED: 12/15/2020 4:27 AM

9. Your Job Search Journey can be exciting because:
   a. there may be more job options available to you than you realize right now
   b. completing the journey quickly might help you get a good grade for this course.
   c. taking a vacation trip will be something you can do once you have a good job.

ANSWER: a
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:27 AM
DATE MODIFIED: 12/15/2020 4:29 AM

10. A ___ involves performing a designated set of responsibilities and duties for a specific employer.
   a. job
   b. career
   c. both a and b

ANSWER: a
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:29 AM
DATE MODIFIED: 12/15/2020 4:31 AM

11. After interviewing for a job:
   a. that is the end of the process, except for waiting patiently for the interviewer to contact you.
   b. follow up with potential employers to ensure they continue to see you as a possible employee.
   c. post on social media that you are waiting for the company to offer you a job.

ANSWER: b
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 4:31 AM
DATE MODIFIED: 12/15/2020 4:33 AM

12. The section of your Career Builder Files that contains documents that you will share with others, especially during

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interviews, is called:

a. About You
b. About Jobs
c. Final Portfolio

ANSWER: c
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2
DATE CREATED: 12/15/2020 4:38 AM
DATE MODIFIED: 12/15/2020 4:40 AM

13. The About Me section of your Career Builder Files could contain which group of documents?

a. Your draft job applications, master resume, job site usernames, and passwords
b. Samples of your work, proof of identity, Career Action Worksheets from this textbook
c. List of jobs you can apply for, a list of companies in your career field, your network contacts

ANSWER: b
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2
DATE CREATED: 12/15/2020 4:40 AM
DATE MODIFIED: 12/15/2020 4:43 AM

14. Which of the following should you include in your Master Career Portfolio?

a. Select samples of your work
b. Your resume
c. a written version of your 30-second Commercial
d. A copy of your LinkedIn profile
e. All of the above

ANSWER: e
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2
DATE CREATED: 12/15/2020 4:43 AM
DATE MODIFIED: 12/15/2020 4:47 AM

15. What systems can you use to organize your files for your job search?

a. A file folder or a binder with tabs to hold all printed documents and notes
b. Cloud storage sites that you are comfortable using such asMicrosoft's OneDrive, Apple's iCloud, DropBox or Google's Drive
c. The tools you are used to using on your own computer for storing your files (and keeping them backed up)

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d. All of the above

ANSWER: d
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 2
DATE CREATED: 12/15/2020 4:47 AM
DATE MODIFIED: 12/15/2020 4:49 AM

16. A SMART goal is:

a. one that you can achieve in a short period of time.
b. a goal that is specific, measurable, achievable, realistic, and time sensitive.
c. a long-term goal, like getting a degree, with lots of smaller steps such as completing certain courses.

ANSWER: b
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:50 AM
DATE MODIFIED: 12/15/2020 4:52 AM

17. Having a positive outlook can affect your:

a. performance.
b. confidence.
c. health.
d. energy level.
e. all of the above

ANSWER: e
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:52 AM
DATE MODIFIED: 12/15/2020 4:55 AM

18. Being proactive means:

a. focusing on solving problems and taking responsibility.
b. being physically active to stay healthy and mentally alert.
c. actively talking to others about your problems, while avoiding difficult situations.

ANSWER: a
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False

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LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:55 AM
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19. What are some ways to manage your time?
    a. Plan ahead to avoid doing things at the last minute.
    b. Break large projects into small, manageable steps.
    c. Use a calendar or daily planner.
    d. All of the above

ANSWER: d
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 4:59 AM
DATE MODIFIED: 12/15/2020 5:00 AM

20. Short-term goals are:
    a. goals you want to meet relatively quickly.
    b. steps you need to take to meet your long-term goals.
    c. ambitious goals
    d. both a and b

ANSWER: d
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
DATE CREATED: 12/15/2020 5:01 AM
DATE MODIFIED: 12/15/2020 5:03 AM

21. Defining your goals in writing:
    a. increases your chance of achieving them.
    b. clarifies the steps you need to take.
    c. helps you remember important details.
    d. all of the above
    e. b and c only

ANSWER: d
POINTS: 1
QUESTION TYPE: Multiple Choice
HAS VARIABLES: False
LEARNING OBJECTIVES: 3
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22. Describe or name the five phases of your Job Search Journey.

ANSWER: Students' answers will vary on the level of detail. At this time, it is sufficient to give approximate names of the phases and a rough description. Extra points might be given for listing steps. Example description: Get ready by getting organized and collecting everything in one place, write my resume, apply for jobs, be interviewed, accept a job.
POINTS: 1
QUESTION TYPE: Essay
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1
DATE CREATED: 12/15/2020 5:06 AM
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23. Why is it a good idea to get organized as the first step in your Job Search Journey? List three things you will do to get organized for your Job Search Journey.

ANSWER: Getting organized now makes it easier to quickly access information needed for other steps in the journey. Student answers should include three of the following benefits of getting organized: (1) collect information in one place to make it easier to write resumes and/or job applications, (2) keep track of people who can help with the Job Search Journey, (3) be able to find documents when needed, (4) be able to move quickly when a job interview is scheduled, and (5) demonstrate professional organization to prospective employers.
POINTS: 1
QUESTION TYPE: Essay
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 1–2
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24. Describe three ways that a positive attitude and behavior can help you on your Job Search Journey.

ANSWER: Students can include three of the following benefits of a positive attitude: (1) build self-esteem and confidence; (2) generate mental and physical energy; (3) maintain health; (4) guide you toward goals; (5) help you stay focused to effectively market yourself; (6) project enthusiasm, competence, and presence; and (7) improve your performance.
POINTS: 1
QUESTION TYPE: Essay
HAS VARIABLES: False
STUDENT ENTRY MODE: Basic
LEARNING OBJECTIVES: 3
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