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Name:_____ Class:_____ Date:_____

Chapter 02: Career Planning

True / False

1. Effective career planning can align your interests and abilities with employer's expectations.
   a. True
   b. False
ANSWER: True

2. You should avoid taking a job if the geographic location is not what you want.
   a. True
   b. False
ANSWER: False

3. The final step in career planning is to clarify your values and interests.
   a. True
   b. False
ANSWER: False

4. Family versus satisfying career, privacy versus social networking, and material possessions versus financial security are examples of conflicting values.
   a. True
   b. False
ANSWER: True

5. Interest inventories are the qualities that allow you to perform job-related tasks.
   a. True
   b. False
ANSWER: True

6. Values are either right or wrong.
   a. True
   b. False
ANSWER: False

7. A career plan provides guidance throughout your career and during future education and work-related experiences.
   a. True
   b. False
ANSWER: True

8. A job referral is generally not included in the cover letter.
   a. True
   b. False
ANSWER: False

9. A referral should always include a letter of recommendation.
   a. True

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b. False

ANSWER: False

10. Temporary workers employed for a week or two to determine if candidates can do the work and fit in with the corporate culture are called trial hires.

a. True

b. False

ANSWER: True

11. If you like easy access to music concerts, museums, and multicultural activities, then a job located in a rural area may not be appropriate. This is an example of making a lifestyle trade-off.

a. True

b. False

ANSWER: True

12. Networking involves utilizing our social contacts, taking advantage of casual meetings, and asking for personal referrals.

a. True

b. False

ANSWER: True

13. Most of the contacts you make through professional networking will not be in a position to offer you a job.

a. True

b. False

ANSWER: False

14. Approximately 75 percent of all job openings are listed in want ads.

a. True

b. False

ANSWER: False

15. According to the U.S. Census Bureau, adults with a bachelor's degree earn a median income of $106,936 compared to $47,405 for adults with only a high school diploma.

a. True

b. False

ANSWER: True

16. According to the U.S. Census Bureau, adults with some college earn more than twice as much per year as adults without a high school diploma.

a. True

b. False

ANSWER: False

17. About 8 out of 10 graduates say their college expenses have been a good investment. The return on investment for a bachelor's degree is about 15 percent a year.

a. True

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b. False

ANSWER: True

18. Tuition reimbursement, paid vacation, and health care are examples of nonsalary benefits.
a. True
b. False

ANSWER: True

19. Employee benefits typically account for about 30 percent of the salary.
a. True
b. False

ANSWER: True

20. Salaried employees are not paid overtime, and the majority of college graduates have salaried positions.
a. True
b. False

ANSWER: True

21. Under COBRA provisions, you have the right to continue your health insurance coverage for a specified period of time after leaving an employer by paying the premiums yourself.
a. True
b. False

ANSWER: True

22. More than 40 percent of workers cash out all of the money they have accrued in their employer-sponsored retirement plan when changing jobs.
a. True
b. False

ANSWER: True

23. Résumés are a summary record of your education, training, experience, and other qualifications.
a. True
b. False

ANSWER: True

24. The primary function of a résumé is to provide a basis for screening applicants out of contention for a job.
a. True
b. False

ANSWER: True

25. A résumé in a chronological format provides your information in reverse order, with the oldest experience first.
a. True
b. False

ANSWER: False

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26. A résumé in a chronological format would position the most recent of your previous three jobs at the end of the experience section of the document.

a. True

b. False

ANSWER: False

27. The three résumé formats are: chronological format (information in reverse order with the most recent first), skills format (aptitudes and qualities), and functional format (career-related experiences).

a. True

b. False

ANSWER: True

28. Specific abilities, such as using Microsoft Office, should be stated during an interview but not listed on your résumé.

a. True

b. False

ANSWER: False

29. Your résumé should include an exhaustive list of functions and responsibilities that you had in each of your previous jobs.

a. True

b. False

ANSWER: False

30. The most common mistake in a résumé is including your specific achievements from previous jobs.

a. True

b. False

ANSWER: False

31. Posting your résumé on Monster.com and other Internet sites is all you need to do to get a good job.

a. True

b. False

ANSWER: False

32. Employers can obtain your credit report and may use the information contained in the report to make an employment decision. About 10 states prohibit employers from using credit reports when hiring.

a. True

b. False

ANSWER: True

33. Some employers may review a job applicants' Facebook postings and credit reports when performing background checks.

a. True

b. False

ANSWER: True

34. Most employment agencies earn their fees from the job applicant.

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a. True
b. False

ANSWER: False

35. The primary purpose of a cover letter is to negotiate the salary.
a. True
b. False

ANSWER: False

36. A cover letter should be designed for each specific position for which you apply. The same cover letter with the appropriate address and salutation cannot be used when seeking interviews from multiple employers.
a. True
b. False

ANSWER: True

37. Providing your email address or phone number at the end of the cover letter is optional. After mailing off a cover letter, you should wait at least six weeks before you contact the employer.

a. True
b. False

ANSWER: False

38. You should provide a resume to the person from whom you request a reference letter.
a. True
b. False

ANSWER: True

39. Before a job interview, you should learn how the company makes money, its operations and history, profitability, expansion plans, and other recent developments. It would help if you also researched the company's competitors and the industry.
a. True
b. False

ANSWER: True

40. Misrepresenting a few small facts or exaggerating a bit during an interview is expected and should not negatively impact a job interview. Failure to obtain a job offer after an interview is most likely due to some failing during the interview.
a. True
b. False

ANSWER: False

41. It is best to seek advice from a close friend on career-related issues.
a. True
b. False

ANSWER: False

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42. A mentor, such as a senior coworker, offers career-related advice, guidance, and coaching to a less-experienced worker.

a. True

b. False

ANSWER: True

43. You should send gifts immediately after a job interview expressing your appreciation for the interview and restating your interest in the position.

a. True

b. False

ANSWER: False

44. To avoid wasting time, be sure to discuss salary during the initial interview.

a. True

b. False

ANSWER: False

45. In most cases, you should not reject a job offer without taking a day or two to think it over.

a. True

b. False

ANSWER: True

46. Salary offer comparisons from employers in different cities can be difficult without sufficient information on the approximate cost of living in each community.

a. True

b. False

ANSWER: True

Multiple Choice

47. Which of the following is NOT a key step to successful career planning?

a. Identifying your desired career fields

b. Identifying your values

c. Taking advantage of networking

d. Aligning yourself with historical employment trends rather than current trends

ANSWER: d

48. The progression from entry-level positions to higher levels of pay, skill, responsibility, or authority describes which of the following?

a. Career plan

b. Employment pattern

c. Interest inventory

d. Career ladder

ANSWER: d

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49. Which of the following terms describes the topics and activities that arouse our attention, reflect what we like to do, and are likely to vary over time?

a. Career plans
b. Professional interests
c. Career goals
d. Professional abilities

ANSWER: b

50. A work environment that demands long hours, high productivity at a fast pace, and has no boundaries with the employee's personal life describes which of the following?

a. Career
b. STEM career
c. Internship
d. Hustle culture

ANSWER: d

51. Which of the following is an important ability needed for a successful twenty-first-century career?

a. Aptitudes
b. Programming
c. Excel
d. Digitalization

ANSWER: d

52. Which of the following statements is true about career coaches?

a. Career coach is another name for mentor.
b. Career coaches are a free service available to all U.S. citizens.
c. Career coaches do not offer 24/7 service.
d. For $8,000 you can get 24/7-access to coaching, mock interviews, and one-on-one advice on salary and benefits.

ANSWER: d

53. Which of the following is considered the gold standard of interest inventories?

a. Strong Interest Inventory
b. Stanford-Binet Assessment
c. Likert Inventory
d. Simpson Test of Preferences (STOP)

ANSWER: a

54. Which of the following about freelancing is correct?

a. Freelancing allows independent contractors to move from one temporary job to the next without benefits.
b. In a nation of 158 million workers, about 59 million people consider themselves freelancers, and approximately one-third of them work at least 20 hours a week.
c. Freelancing allows workers flexibility, autonomy, and the opportunity to seek a better economic future.
d. About half of freelancers earn less than $25,000 annually.

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ANSWER: b

55. What determines the unique approach you take to working with and responding to your job requirements, surroundings, and associates?

a. Work-style personality
b. Values
c. Aptitudes
d. Interest inventory

ANSWER: a

56. Which of the following is not a coding school, also called "boot camps"?

I. Galvanize
II. Flatiron School
III. Hack Reactor
IV. Kendall

a. I, II, and III
b. I, II, and IV
c. III and IV
d. IV only

ANSWER: d

57. If you cash out $50,000 in your 401(k) when changing jobs, what will you need to pay?

I. 10% early-withdrawal penalty and 20% federal income tax withholding
II. 25% federal income tax withholding and 15% early withdrawal penalty
III. State/local income taxes
IV. Nothing

a. II and III
b. I and III
c. III and IV
d. IV

ANSWER: b

58. Which of the following statements about STEM majors is correct?

a. A STEM major is the only way to earn a good salary upon graduation.
b. STEM refers to majors in science, technology, engineering, and mathematics.
c. STEM jobs are among only a few that pay good salaries upon college graduation today.
d. STEM majors are less attractive to employers than vague majors that imply a broad range of skills.

ANSWER: b

59. In addition to assigning monetary values to employee benefits by placing a market value on the benefit, we can also calculate which of the following?

a. Future value

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b. Perpetuity
c. Index
d. Annuity factor

ANSWER: a

60. The law requires employers to do all of the following after hiring a new employee EXCEPT which of the following?
a. Provide unemployment insurance
b. Pay Social Security taxes to the federal government
c. Pay all of the employee's health care expenses
d. Provide workers' compensation benefits to employees injured on the job

ANSWER: c

61. When changing employers, the wisest option for the money you have in your current employer-sponsored retirement plan typically involves all of the following EXCEPT
a. transferring the money to your new employer's 401(k) plan.
b. moving the balance to an IRA rollover account.
c. leaving the money in your old employer's plan.
d. withdrawing and spending the money.

ANSWER: d

62. Which of the following is likely to be the highest cost of withdrawing the funds from an employer-based retirement plan when you change jobs before retirement?
a. The ten percent penalty for early withdrawal
b. The taxes you must pay on the withdrawal
c. The lost future growth if the funds had been left on deposit
d. The penalty assessed by the Internal Revenue Service

ANSWER: c

63. Which résumé format emphasizes your aptitudes and qualities?
a. Chronological format
b. Skills format
c. Normal format
d. Functional format

ANSWER: b

64. Which of the following is NOT a skill employers want the most in workers?
a. Communication skills
b. Analytical skills
c. Overconfidence
d. High-energy

ANSWER: c

65. How much time per week does a successful job search require?
a. 5 to 10 hours

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b. 15 to 20 hours
c. 25 to 40 hours
d. 40+ hours

ANSWER: c

66. What percentage of firms conduct interviews remotely?
a. 33
b. 50
c. 40
d. 60

ANSWER: d

67. Which of the following specializes in locating employment for salespeople, engineers, managers, and computer personnel?
a. Classified advertisements
b. Career fairs
c. Employment agencies
d. Internet, career websites, and job boards

ANSWER: c

68. Which of the following describes a short, persuasive summary of your experiences and skills when networking?
a. Elevator speech
b. Job interview
c. Job application
d. Reference letter

ANSWER: a

69. To advance in your career, you should engage in which of the following?

I. Volunteer for new assignments.
II. Sign up for employer-sponsored seminars and training and certification opportunities.
III. Be actively involved in something besides work, such as coaching children's athletics.
IV. Attending meetings and conferences in your field.

a. I
b. II and III.
c. I, II, and IV.
d. All of these are correct.

ANSWER: d

70. In preparation for a job interview, which of the following best describes what you should do?
a. Compile some personal stories.
b. Anticipate interview questions and prepare responses.
c. Create a list of negative responses to questions that you should then avoid.
d. Compile some personal stories and anticipate interview questions and prepare responses.

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ANSWER: d

71. Which of the following is a common interview mistake?
    a. Asking questions about the company
    b. Answering a telephone call or text message during the interview
    c. Preparing responses in advance for anticipated questions
    d. Researching the company

ANSWER: b

72. Which of the following explains why it is important to use key phrases when preparing your résumé?
    a. Many employers will be impressed with your vocabulary.
    b. You want to show that you are well educated.
    c. Computer software is typically used to scan résumés in order to select better qualified candidates.
    d. It saves time when writing your résumé.

ANSWER: c

73. Which of the following would NOT be considered wise moves in career planning?
    a. Learning as much as possible about a company before your interview
    b. Transferring your 401(k) to your new employer's plan when you change jobs
    c. Continued participation in your previous employer's health care plan until you are covered by a new employer's plan
    d. Assuming that your need for higher education is finished once you obtain a job in your chosen field

ANSWER: d

74. Which of the following statements about job interviews is correct?
    a. The cover letter is the single most important part of your search for employment.
    b. The average length of an interviewing process is 6 to 30 days.
    c. You should focus on what’s best for you and your family, not on the needs of the company.
    d. You should send gifts to interviewers and a note asking for the job.

ANSWER: b

75. When comparing the buying power of a salary offer of $53,000 in Boston with a $50,000 offer in Los Angeles, the Boston salary offer would buy what amount of goods and services in Los Angeles, assuming the index was 293.5 for Boston and 302.8 for Los Angeles?
    a. $54,679
    b. $45,748
    c. $44,125
    d. $59,105

ANSWER: c

76. When comparing the buying power of a salary offer of $50,000 in Boston with a $53,000 offer in Los Angeles, the Los Angeles salary offer could buy what amount of goods and services in Boston assuming the index was 328.6 for Boston and 313.7 for Los Angeles?
    a. $46,628
    b. $55,517

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Name:_____ Class:_____ Date:_____

c. $59,945
d. $43,989

ANSWER: b

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