# *Personal Finance 13th edition Kapoor Test Bank*

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*Personal Finance, 13e* **(Kapoor)**
**Chapter 2 Financial Aspects of Career Planning**

1) Corporate culture refers to the methods used by an organization to determine the value of employee benefits.

Answer: FALSE
Difficulty: 2 Medium
Topic: Work environment and considerations
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

2) An interest inventory measures the natural abilities that people possess.

Answer: FALSE
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

3) Employment in housing-related industries increases and decreases based on changes in interest rates.

Answer: TRUE
Difficulty: 1 Easy
Topic: Career opportunities; Economic conditions and factors
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

4) Libraries usually have a variety of career information sources for career planning including government publications and industry brochures.

Answer: TRUE
Difficulty: 1 Easy
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic


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5) The purpose of an informational interview is to obtain employment from a branch office of a major corporation.

Answer: FALSE
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

6) Government-supported employment services can assist individuals with finding a job.

Answer: TRUE
Difficulty: 2 Medium
Topic: Job opportunities and searches
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

7) A cafeteria-style employee benefits program allows workers to select the benefits they prefer based on their personal needs.

Answer: TRUE
Difficulty: 2 Medium
Topic: Cafeteria-style employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

8) A tax-exempt employee benefit may be worth more than a tax-deferred benefit.

Answer: TRUE
Difficulty: 3 Hard
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
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Gradable: automatic


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9) Continuing career education to update your knowledge can be through formal or informal methods.

Answer: TRUE
Difficulty: 1 Easy
Topic: Career development
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

10) A mentor is an experienced employee who serves as a teacher and counselor for a less experienced person in a career field.

Answer: TRUE
Difficulty: 2 Medium
Topic: Career development
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

11) A person's name, address, telephone number, and e-mail address should be included on a résumé in the personal data section.

Answer: TRUE
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

12) A list of grades received in school is commonly included on a résumé in the education section.

Answer: FALSE
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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Gradable: automatic


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13) References are usually not included in a résumé.

Answer: TRUE
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

14) Functional résumés emphasize a person's diverse skills and abilities in categories such as communications, research, and human relations.

Answer: TRUE
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

15) The purpose of a cover letter is to determine if a company has jobs available.

Answer: FALSE
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

16) A screening interview is reserved for only the finalists in a job search.

Answer: FALSE
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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Gradable: automatic


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17) An elevator speech is a short, persuasive, focused summary of your unique experiences and skills used when networking.

Answer: TRUE
Difficulty: 1 Easy
Topic: Employment search strategies
Learning Objective: 02-03 Implement Employment Search Strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

18) A medical-spending account (Archer MSA) allows health care costs to be paid with pretax dollars.

Answer: TRUE
Difficulty: 1 Easy
Topic: Medical-spending accounts
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

19) Compared to a job, a career:
A) Does not offer a path for occupational growth.
B) Does not require a commitment to a profession.
C) Requires continued training.
D) Excludes considering your interests.
E) Always leads to an internship.

Answer: C
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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Gradable: automatic


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20) A(n) _____ is an employment position that is obtained mainly to earn money.
A) career
B) job
C) internship
D) apprenticeship
E) cooperative

Answer: B
Difficulty: 1 Easy
Topic: Career development
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

21) Which one of the following is defined as a commitment to a profession that requires continued training and offers a clear path for occupational growth?
A) Apprenticeship
B) Job
C) Internship
D) Career
E) Cooperative employment experience

Answer: D
Difficulty: 1 Easy
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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Gradable: automatic


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22) You may identify a satisfying career using guidance tests that:
A) evaluate the job market.
B) identify potential job opportunities.
C) develop a résumé and cover letter.
D) plan for career growth.
E) measure interests, abilities, and personal qualities.

Answer: E
Difficulty: 1 Easy
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Apply
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

23) The final stage of the career planning and advancement process is to:
A) plan and implement a program for career development.
B) research employment.
C) identify specific employment opportunities.
D) Interview for available positions.
E) evaluate job offers.

Answer: A
Difficulty: 1 Easy
Topic: Stages of career development and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Apply
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Gradable: automatic


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24) After identifying specific employment opportunities in the career planning and advancement process, a person should:
A) assess personal goals, abilities, and career fields.
B) develop a résumé and cover letter.
C) evaluate job offers.
D) implement a program for career development.
E) research the employment market.

Answer: B
Difficulty: 2 Medium
Topic: Stages of career development and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Apply
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

25) A career is selected in relation to which social influence?
A) Interest rates
B) Inflation
C) Foreign competition
D) Demographic trends
E) Consumer demand

Answer: D
Difficulty: 2 Medium
Topic: Career opportunities
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

26) Natural abilities that people possess are called:
A) interests.
B) aptitudes.
C) attitudes.
D) personality traits.
E) occupational techniques.

Answer: B
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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Gradable: automatic


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27) Creativity, problem-solving skills, and physical dexterity are examples of:
A) interests.
B) survival skills.
C) aptitudes.
D) occupational attitudes.
E) on-the-job training.

Answer: C
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

28) Which of the following economic conditions can affect career opportunities?
A) High interest rates
B) Decreased global demand for goods and services
C) Price increases
D) All of these
E) None of these

Answer: D
Difficulty: 2 Medium
Topic: Career choice factors; Economic conditions and factors
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

29) Decreased global demand for goods and services is an example of a(n) _____ influence on the job market.
A) economic
B) social
C) political
D) technological
E) industrial

Answer: A
Difficulty: 2 Medium
Topic: Career choice factors; Economic conditions and factors
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
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30) Which of the following is an example of an industry trend?
A) Increased employment opportunities in service industries
B) People living longer
C) Higher interest rates
D) Price increases
E) Continued growth in the number of working parents

Answer: A
Difficulty: 3 Hard
Topic: Industry trends
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

31) Benjamin Smith is concerned about the effect of current economic conditions on various career fields. Which career information source would be most useful to Bill as he addresses his concerns?
A) *Occupational Outlook Handbook*
B) Library and media
C) Campus career office
D) Online gossip sources
E) Business and personal contacts

Answer: B
Difficulty: 2 Medium
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Evaluate
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

32) The *Occupational Outlook Handbook* would be *most* useful for determining:
A) jobs available in your community.
B) current economic conditions.
C) detailed information on various career clusters.
D) interview questions for various careers.
E) suggested résumé formats for various career fields.

Answer: C
Difficulty: 2 Medium
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Evaluate
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33) Which one of the following is a professional association that can assist in career planning for a specific career area?
A) Bureau of Labor Statistics
B) Chamber of Commerce
C) Rotary Club
D) American Marketing Association
E) U.S. Department of Labor

Answer: D
Difficulty: 2 Medium
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

34) The purpose of an informational interview is to:
A) obtain employment.
B) reduce the number of potential candidates.
C) ask job candidates some general questions.
D) practice interview skills.
E) gather information about an organization or a career.

Answer: E
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

35) Seventy percent of professionals locate employment positions presently available through networking and:
A) the *Occupational Outlook Handbook*.
B) personal contacts.
C) an informational interview.
D) the Bureau of Labor Statistics.
E) business and economic news reports.

Answer: B
Difficulty: 2 Medium
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Analyze
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36) To determine the difference between two job offers with different salaries and employee benefits, you can use which method?
A) Credit report
B) Market value calculation
C) Present value calculation of a pension program
D) Present value calculation of a retirement plan
E) Vesting

Answer: B
Difficulty: 2 Medium
Topic: Comparing benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

37) Kent Fuller is in the 28 percent tax bracket. A nontaxable employee benefit with a value of $500 would have a tax-equivalent value of approximately:
A) $694.
B) $528.
C) $500.
D) $360.
E) $140.

Answer: A
Explanation: $694 = $694.44 = $500/(1 − 0.28)
Difficulty: 3 Hard
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Apply
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Gradable: automatic


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38) A tax-deferred employee benefit is:
A) never subject to federal income tax.
B) never subject to state income tax.
C) taxed at some future time.
D) taxed at a special rate.
E) only available to union employees.

Answer: C
Difficulty: 3 Hard
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

39) Efficient work habits consist of using:
A) lists.
B) goal setting.
C) note taking.
D) time management techniques.
E) All of these

Answer: E
Difficulty: 1 Easy
Topic: Career development
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

40) A career objective is:
A) best included in your cover letter.
B) usually included in your résumé.
C) is frequently the same as that of other candidates.
D) is not of interest to most employers.
E) usually not related to the job sought.

Answer: A
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Remember
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Gradable: automatic


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41) The education section of a résumé should include:
A) names of instructors.
B) course numbers.
C) individual course grades.
D) schools attended.
E) class activities.

Answer: D
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

42) Thomas Hudson recently coordinated a fund-raising project for an organization that assists homeless youth. This would most likely be an example of experience in:
A) doing research on a company.
B) obtaining financial planning and budgeting skills.
C) public speaking.
D) human relations.
E) problem solving.

Answer: B
Difficulty: 1 Easy
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

43) A chronological résumé presents your education and experience based on:
A) the number of years of experience.
B) the number of years of education.
C) areas or ability.
D) career goal.
E) a reverse time sequence.

Answer: E
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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44) A _____ résumé presents a person's education, work experience, and other information in order of the most recent item first.
A) goal-oriented
B) functional
C) chronological
D) targeted
E) data base

Answer: C
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

45) A functional résumé is suggested for a person who:
A) has diverse skills and time gaps in their experience.
B) is interested in a specific job.
C) has a continuous school and work record.
D) plans to advance in the same career area.
E) has just completed school.

Answer: A
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

46) A person who has worked in many fields and has a variety of skills in categories such as communications, research, and supervision would probably be *best* served with the use of a _____ résumé.
A) targeted
B) functional
C) chronological
D) goal-oriented
E) career change

Answer: B
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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47) A _____ cover letter is designed to compare your experiences with the job requirements side-by-side.
A) functional
B) chronological
C) goal-oriented
D) targeted
E) data

Answer: D
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

48) A person's résumé should generally be limited to:
A) one page.
B) three pages.
C) four pages.
D) five or more pages depending on experiences.
E) a maximum of ten pages.

Answer: A
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

49) Résumés in the form of comic strips or "wanted" posters are *most* appropriate for careers in:
A) accounting.
B) finance.
C) advertising.
D) information technology.
E) human resources.

Answer: C
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
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50) What is the purpose of a cover letter?
A) Obtain career planning information
B) Request a reference for a job
C) Develop résumé information
D) Research a career area
E) Express your interest to obtain an interview.

Answer: E
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

51) The purpose of the development section of a cover letter is to:
A) express interest in a specific job.
B) request an interview.
C) get the reader's attention.
D) get the reader to take action.
E) highlight background that qualifies the applicant for a specific job.

Answer: E
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

52) An interview designed to determine the best candidates for further interviewing is a(n) _____ interview.
A) screening
B) informational
C) selection
D) contact
E) follow-up

Answer: A
Difficulty: 1 Easy
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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53) The purpose of a screening interview is to:
A) make business contacts.
B) determine the best candidates for further interviewing.
C) locate potential people for advancement within the company.
D) judge the least qualified candidates for a position.
E) obtain information on available jobs in an area.

Answer: B
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

54) The finalists for a job position are invited for a(n) _____ interview.
A) informational
B) confirmation
C) selection
D) screening
E) personal contact

Answer: C
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

55) The purpose of a behavioral interview is to:
A) select the best applicants for further interviewing.
B) obtain training information on a career area.
C) better evaluate candidates for on-the-job potential.
D) explore possible job opportunities in a career area.
E) locate potential candidates for a position.

Answer: C
Difficulty: 1 Easy
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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56) Which one of the following would likely lead to the most earnings over an individual's working career?
A) Two year vocational degree
B) Bachelor's degree
C) Master's degree
D) Professional or doctoral degree
E) Associate's degree

Answer: D
Difficulty: 1 Easy
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Evaluate
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

57) Which of the following would be a competency commonly associated with successful people?
A) An ability to work well with others in various settings
B) A willingness to cope with conflict and adapt to change
C) An ability to solve problems creatively in team settings
D) Effective written and oral communication skills
E) All of these are competencies commonly associated with successful people

Answer: E
Difficulty: 1 Easy
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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58) William Parker has done some research and has found that the population in the U.S. is living longer which means there will be an increased need for health care professionals in the future. This is an example of _____ influencing jobs in the future.
A) demographic trends
B) economic conditions
C) industry trends
D) geographic trends
E) educational trends

Answer: A
Difficulty: 2 Medium
Topic: Career opportunities; Industry trends
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

59) Jake Williams has done some research and has discovered that average incomes are high in metropolitan areas such as Boston, New York, Los Angeles, and Chicago. Based on his findings, Jake believes these areas will experience greater population and job growth as a result. This is an example of _____ influencing jobs in the future.
A) technology trends
B) economic conditions
C) industry trends
D) geographic trends
E) educational trends

Answer: D
Difficulty: 2 Medium
Topic: Career opportunities
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
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60) Blake Edwards has done some research and has discovered that economists believe interest rates will rise significantly over the next two years. Blake believes that this will lead to fewer homes being sold and fewer jobs in the banking and mortgage industries. This is an example of _____ influencing jobs in the future.
A) demographic trends
B) economic conditions
C) industry trends
D) geographic trends
E) educational trends

Answer: B
Difficulty: 2 Medium
Topic: Economic conditions and factors
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

61) Tyler Smith has gone to the career placement center at his university. He has taken both an interests inventory and a personality test and has found careers where his interests and personality are well suited. Which stage in the career planning and advancement process has Tyler completed?
A) Assess and research personal goals, abilities and career fields.
B) Research the employment market and identify specific employment opportunities.
C) Develop a résumé and cover letter to apply for available positions.
D) Interview for available positions and assess interview performance.
E) Evaluate financial and other factors of positions offered.

Answer: A
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Analyze
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic


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62) Brock Bentler has gone to monster.com as well as his local newspaper and has found five job possibilities that he feels fit his abilities and interests. Which stage in the career planning and advancement process has Brock completed?
A) Assess and research personal goals, abilities, and career fields.
B) Research the employment market and identify specific employment opportunities.
C) Develop a résumé and cover letter to apply for available positions.
D) Interview for available positions and assess interview performance.
E) Evaluate financial and other factors of positions offered.

Answer: B
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Analyze
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

63) Austin Hudson has written his résumé and had it checked by his career placement center for errors. He plans on sending it to three companies he has identified as having job openings. Which stage in the career planning and advancement process is Austin completing?
A) Assess and research personal goals, abilities, and career fields.
B) Research the employment market and identify specific employment opportunities.
C) Develop a résumé and cover letter to apply for available positions.
D) Interview for available positions and assess interview performance.
E) Evaluate financial and other factors of positions offered.

Answer: C
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Analyze
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64) Kyle Burroughs has purchased a suit and has interviewed with three companies through the career placement center at his university. He was surprised by some of the questions asked and does not feel he answered them well. He has developed some answers that he feels are better answers and better reflect his abilities and aptitudes. Which stage in the career planning and advancement process has Kyle completed?
A) Assess and research personal goals, abilities, and career fields.
B) Research the employment market and identify specific employment opportunities.
C) Develop a résumé and cover letter to apply for available positions.
D) Interview for available positions and assess interview performance.
E) Evaluate financial and other factors of positions offered.

Answer: D
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Analyze
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

65) Jason Liang has gotten three job offers. He is now looking at the benefits packages of all three to see what he likes and doesn't like. Which stage in the career planning and advancement process is Jason completing?
A) Assess and research personal goals, abilities, and career fields.
B) Research the employment market and identify specific employment opportunities.
C) Develop a résumé and cover letter to apply for available positions.
D) Interview for available positions and assess interview performance.
E) Evaluate financial and other factors of positions offered.

Answer: E
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Analyze
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66) Jennifer Johnson wants to gain some employment experience so when she is ready to start a career she has something to offer a company. She has decided to work 20 hours a week for a local accounting firm answering the phone and assisting the partners in completing tax returns. Which of the following employment experience strategies is she pursuing?
A) Part-time employment
B) Volunteer work
C) Internship
D) Campus project
E) Cooperative education program

Answer: A
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Analyze
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

67) Tara Hudson wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to participate in a community organization that presents programs to local school children. Which of the following employment experience strategies is she pursuing?
A) Part-time employment
B) Volunteer work
C) Internship
D) Campus project
E) Cooperative education program

Answer: B
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Analyze
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Gradable: automatic


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68) Lisa Thompson wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has decided to help organize the homecoming parade for the University of Central Oklahoma where she goes to school full-time. Which of the following employment strategies is she pursuing?
A) Part-time employment
B) Volunteer work
C) Internship
D) Campus project
E) Cooperative education program

Answer: D
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Analyze
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

69) Lori Johnson wants to gain some needed experience so when she is ready to start a career she has something to offer a company. She has talked to the career placement center at her university. They tell her she can get a job with a local company for the summer and earn college credit while working. Which of the following employment strategies is she pursuing?
A) Part-time employment
B) Volunteer work
C) Internship
D) Campus project
E) Cooperative education program

Answer: C
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Analyze
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70) Which of the following is the process of making and using contacts to obtain and update career information and find job opportunities?
A) Networking
B) An internship
C) A career fair
D) A cover letter
E) Financial planning

Answer: A
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

71) Which of the following is an opportunity to connect with several prospective employers in a short time span? (Hint: It is often held at local university campuses or convention centers.)
A) Networking
B) An internship
C) A career fair
D) A cover letter
E) An informational interview

Answer: C
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

72) Which of the following is sent to a company to indicate your interest in a job and to obtain an interview? (Hint: It is generally accompanied by your résumé.)
A) List of references
B) College transcript
C) Diploma
D) Cover letter
E) Recommendation letter

Answer: D
Difficulty: 2 Medium
Topic: Employment search strategies; Employment applications, cover letters, and résumés
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic


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73) Which of the following is the point at which retirement payments made on your behalf by the company belong to you even if you no longer work for the company?
A) Networking
B) Vesting
C) A tax deferred benefit
D) A tax exempt benefit
E) Break even

Answer: B
Difficulty: 2 Medium
Topic: Employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

74) Which of the following is a benefit on which you pay income taxes at some future time?
A) Cafeteria-style benefit
B) Vesting
C) Tax-deferred benefit
D) Tax-exempt benefit
E) Exclusion

Answer: C
Difficulty: 2 Medium
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
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75) _____ is a benefit on which you pay no income taxes.
A) Networking
B) Vesting
C) A tax-deferred benefit
D) A tax-exempt benefit
E) An opportunity cost

Answer: D
Difficulty: 2 Medium
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

76) With completion of a bachelor's degree one can expect median weekly earnings of:
A) $1,790
B) $1,400
C) $1,300
D) $1,170
E) $830

Answer: D
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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77) Caroline lives in City A and earns $40,000 per year. The cost of living index in City A is 80. She is considering a move to City B which has a cost of living index of 90. How large a salary will she require in City B to maintain her current standard of living?
A) $32,000
B) $36,000
C) $45,000
D) $50,000
E) $55,000

Answer: C
Explanation: $45,000 = (90 × $40,000)/80
Difficulty: 3 Hard
Topic: Cost-of-living considerations and comparisons
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Apply
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

78) The term *networking* refers to:
A) using the internet to locate job listings.
B) making and using contacts to obtain and update career information.
C) accessing career databases online.
D) building a list of references to provide to prospective employers.
E) designing an electronic system for storing résumés and job related information.

Answer: B
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
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79) Which one of the following is not an element of *corporate culture*?
A) Management styles
B) Work intensity
C) Government regulations
D) Dress codes
E) Social interactions

Answer: C
Difficulty: 2 Medium
Topic: Work environment and considerations
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Apply
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

80) Joseph is eligible for a *nontaxable* life insurance benefit with an annual premium of $400 paid entirely by his employer. Assuming Joseph is in a 28% bracket, how much would he have to earn to pay for this benefit with after-tax dollars?
A) $600.00
B) $555.56
C) $470.59
D) $288.00
E) $112.00

Answer: B
Explanation: $555.56 = $400/(1 − 0.28)
Difficulty: 2 Medium
Topic: Taxation and employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Apply
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81) In addition to price increases and consumer demand, what is another economic factor that can affect career opportunities?
A) Demographic trends
B) Interest rates
C) Foreign competition
D) Changing uses of technology
E) Geographic trends

Answer: B
Difficulty: 2 Medium
Topic: Economic conditions and factors
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

82) Having a relationship with a mentor can provide the following benefit(s):
A) personalized training.
B) access to influential people.
C) emotional support during difficult times.
D) growth in technical and social areas of a career.
E) All of these.

Answer: E
Difficulty: 2 Medium
Topic: Career development
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

83) Which of the following is an example of the type of information that you would not usually include on a résumé?
A) Name
B) Address
C) Career objective
D) E-mail address
E) Telephone number

Answer: C
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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84) The following information is generally not included on a résumé:
A) Education
B) References
C) Hobbies
D) Organizational experience
E) Honors

Answer: B
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

85) A type of employee benefits program that allows workers to base their job benefits on a credit system and personal needs is called:
A) cafeteria-style.
B) mandatory.
C) flexible.
D) voluntary.
E) bundled.

Answer: A
Difficulty: 2 Medium
Topic: Cafeteria-style employee benefits
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

86) Over the past 25 years, almost all new jobs in the private (business) sector were created by companies less than _____ years old.
A) 20
B) 15
C) 10
D) 5
E) 2

Answer: D
Difficulty: 2 Medium
Topic: Career opportunities
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
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87) The main sources of networking include the following:
A) Community organizations
B) Professional associations
C) Business contacts
D) All of these
E) None of these

Answer: D
Difficulty: 1 Easy
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

88) Trade-offs of career decisions may include:
A) selecting challenging employment over employment offering the highest salary.
B) refusing a promotion to move to employment that would reduce leisure time.
C) choosing part-time employment to have more time with children.
D) giving up a secure job to operate your own business.
E) All of these.

Answer: E
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

89) Career choices require periodic evaluation of trade-offs related to:
A) Personal factors
B) Social factors
C) Economic factors
D) All of these
E) None of these

Answer: D
Difficulty: 2 Medium
Topic: Career choice factors
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
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90) Service industries that are expected to continue to have the greatest employment potential include:
A) Airlines
B) Information technology
C) Oil refineries
D) Auto manufacturers
E) None of these

Answer: B
Difficulty: 2 Medium
Topic: Industry trends
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

91) An interviewer can legally ask you:
A) if you have the legal right to work in the U.S. indefinitely
B) if you have any disabilities
C) about religion
D) where you were born
E) about marital status

Answer: A
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

92) Employability skills are missing in many potential employees and do not necessarily include:
A) skills to obtain work.
B) skills to maintain a job.
C) skills to advance in a career.
D) skills to supervise others.
E) transferable skills

Answer: D
Difficulty: 2 Medium
Topic: Career development
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
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93) Guidance tests may help to identify a satisfying career by measuring:
A) abilities.
B) interests.
C) personal qualities.
D) All of these.
E) None of these.

Answer: D
Difficulty: 1 Easy
Topic: Career development
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

94) When considering career training and skill development, what factors influence future income:
A) education level.
B) field of study.
C) experiences.
D) job market.
E) All of these

Answer: E
Difficulty: 2 Medium
Topic: Career development
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
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95) The first stage in the career planning and advancement process is:
A) Develop a résumé and cover letter.
B) Research the employment market.
C) Interview for available positions.
D) Assess and research personal goals, abilities, and career fields.
E) Evaluate financial factors of offered positions

Answer: D
Difficulty: 2 Medium
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

96) Acceptable references are those that can verify your abilities and competencies such as:
A) teachers
B) previous employers
C) supervisors
D) business colleagues
E) All of these

Answer: E
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

97) When searching for employment, candidates can expect to interact with hiring managers through social networks using:
A) a LinkedIn profile.
B) Twitter.
C) QR (quick response) codes.
D) Pinterest.
E) Any of these

Answer: E
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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98) What type of popular loan is available for entrepreneurs through non-profits, foundations, and community organizations?
A) Major loans
B) Microloans
C) Miniature loans
D) Max loans
E) Online loans

Answer: B
Difficulty: 2 Medium
Topic: Career opportunities
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Remember
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

99) A mistake for résumés and cover letters is:
A) not paying a professional to prepare these documents.
B) not listing five references.
C) not checking the spelling and grammar.
D) not comparing benefits before applying for the job.
E) not identifying the salary potential.

Answer: C
Difficulty: 2 Medium
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

100) Use of artificial intelligence (AI) is:
A) decreasing in use for identifying and hiring employees.
B) attracting the least qualified applicants.
C) unable to screen candidates based on their skills.
D) helping to match job descriptions with résumés of the best candidates.
E) eliminating all bias against foreign accents.

Answer: D
Difficulty: 2 Medium
Topic: Employment search strategies
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Understand
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101) Most important, your résumé and cover letter should have F-O-C-U-S. The "C" means:
A) Create — prepare a list of interests
B) Communicate — list the ways you can be reached
C) Conclude — relate that you are the best candidate
D) Coordinate — promote yourself through social media
E) Connect — provide examples of accomplishments that will benefit the company

Answer: E
Difficulty: 3 Hard
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Remember
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

102) Which of the following is described as an online "living entity"?
A) social media résumé
B) chronological résumé
C) functional résumé
D) infographic résumé
E) traditional résumé

Answer: A
Difficulty: 1 Easy
Topic: Employment applications, cover letters, and résumés
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: automatic

103) What are the stages that provide an approach to career planning and advancement?

Answer: The career planning and advancement process involves the following stages: (1) assess and research personal goals, abilities, and career fields ; (2) research the employment market and identify specific employment opportunities ; (3) develop a résumé and cover letter; apply for available positions; (4) interview for available positions; assess your interview performance; (5) evaluate financial and other factors of positions you are offered; and (6) plan and implement a program for career development.
Difficulty: 3 Hard
Topic: Stages of career planning and advancement
Learning Objective: 02-01 Describe activities associated with career planning and advancement.
Bloom's: Remember
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104) Besides personal factors, what other factors influence employment opportunities?

Answer: The job market is influenced by economic conditions (high interest rates, price increases, and global consumer demand), industry trends (identifying that the greatest potential for jobs is in service industries such as information technology), and social influences (demographic trends and geographic trends).
Difficulty: 2 Medium
Topic: Career opportunities; Economic conditions and factors; Industry trends
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual

105) Discuss the main career information sources available for use when doing career planning.

Answer: Answers will vary.

The main sources of career planning information are 1.) the library and media (including government publications, career publications, industry brochures, television and radio news reports, newspaper and magazine articles), 2.) online sources (websites, e-mail contacts, phone apps, videos, webinars, podcasts, networking sites), 3.) campus career offices (career exploration and planning publications, Résumé/cover letter assistance, practice interviewing, networking and mentor programs, internship placement, and available job listings), 4.) business and personal contacts (community and business organizations, job training services, professional organization meetings and publications, friends, relatives, colleagues, teachers, employers, and local businesses.
Difficulty: 2 Medium
Topic: Career Information Sources
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
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106) Maria Edwards recently has been offered employment in another city. She has been employed in her current position for four years. What factors should Maria consider when evaluating this new position?

Answer: Answers will vary.

Before accepting a position, you should consider the following:
1) the work environment
2) the specific job responsibilities
3) the salary
4) the employee benefits
5) the geographic cost-of-living differences
Difficulty: 2 Medium
Topic: Work environment and considerations; Job offer comparisons
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual

107) What activities are commonly suggested when preparing for a job interview?

Answer: Answers will vary.

In preparation for a successful interview, a person should research information about the company, prepare questions about your specific interests, company policies and benefits, prepare answers to interview questions you should expect explaining how your experience will contribute to the company, practice interviewing skills, and plan to dress appropriately. For interview responses, focus on your main qualifications that communicate your potential contributions to the company. Take copies of your résumé, reference list, work samples, and paper for taking notes during the interview. Finally, plan to arrive 10 minutes earlier than your appointed time.
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
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108) You are given the choice of $4,000 in extra taxable income per year or a tax-exempt medical policy. The medical policy costs $300 per month. Your tax rate is 25%. Considering financial factors only, should you take the cash or the medical policy? Explain your decision.

Answer: Take the company medical coverage. The after-tax value of $4,000 is calculated as $4,000 × (1 − 0.25) = $3,000. The comparable value of the insurance is $300 × 12 months = $3,600.

Alternatively, calculate the tax-equivalent value of a nontaxable benefit: $300 × 12 months = $3,600 / (1 − 0.25) = $4,800. Therefore, the medical policy benefit is equivalent to a before tax benefit of $4,800 which is greater than the $4,000 in extra income.
Difficulty: 2 Medium
Topic: Taxation and employee benefits; Job offer comparisons
Learning Objective: 02-04 Assess financial and legal concerns related to obtaining employment.
Bloom's: Apply
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual

109) Suzanne is beginning to think she needs to find a new job. She is happy with her present salary and job duties, and has a large corner office with a wonderful view of the city. In spite of this, she dreads going to work each day. Discuss four reasons that may indicate she may need to change careers.

Answer: Answers will vary.

At some time in their lives, most workers change jobs. The following may be indications that it is time to move on: 1) low motivation toward your current work, 2) physical or emotional distress caused by your job, 3) consistently poor performance evaluations, 4) a lack of social interactions with coworkers, 5) limited opportunity for salary or position advancement, and/or 6) a poor relationship with your supervisor.
Difficulty: 2 Medium
Topic: Career development
Learning Objective: 02-05 Analyze techniques available for career growth and advancement.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual


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110) Describe the 3 steps for effective networking?

Answer: First, prepare and practice a 30-second summary of your abilities, experiences, and interests. Second, ask questions to get others to talk about themselves, their profession, and their work experiences. Third, volunteer for committees and events of professional organizations.
Difficulty: 3 Hard
Topic: Employment search strategies
Learning Objective: 02-03 Implement employment search strategies.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual

111) If you are planning on starting a business, what 3 actions should you consider?

Answer: Answers will vary.

First, become familiar with the product or service. Second, identify potential customers, select an appropriate location, and study competitors. Third, consider your financial resources including a combination of personal funds and loans.
Difficulty: 2 Medium
Topic: Career opportunities
Learning Objective: 02-02 Evaluate factors that influence employment opportunities.
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual


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112) Give 5 to 10 examples of interview questions you should expect in preparing for an interview.

Answer: Answers will vary.

Education and Training Questions
What education and training qualify you for this job?
Why are you interested in working for this organization?
In addition to going to school, what activities have helped you expand your interests and knowledge?

Behaviorial, Competency-Based Questions
In what types of situations have you done your best work?
Describe the supervisors who motivated you most.
Which of your past accomplishments are you most proud of?
Have you ever had to coordinate the activities of several people?
Describe some people whom you have found difficult to work with.
Describe a situation in which your determination helped you achieve a specific goal.
Describe situations in which you demonstrated creativity.

Personal Qualities Questions
What are your major strengths?
What are your major weaknesses? What have you done to overcome your weaknesses?
What do you plan to be doing 3 or 5 years from now?
Which individuals have had the greatest influence on you?
What traits make a person successful?
How well do you communicate your ideas orally and in writing?
How would your teachers and your past employers describe you?
Difficulty: 2 Medium
Topic: Job interviews
Learning Objective: 02-A Résumés, Cover Letters, and Interviews
Bloom's: Understand
Accessibility: Keyboard Navigation; Screen Reader Compatible
Gradable: manual


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