

Student's Name appears here

Course Name appears here

QuizStar

Career Unit

Quiz Directions

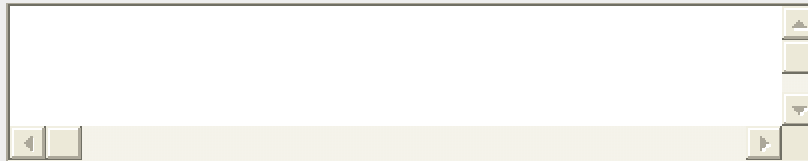
Directions:

1. Answer the questions below by clicking the button next to the best answer choice or typing your correct answer. Each question's answers are in grey.
2. At the end of every page click the next button to move forward to the next page.
DO NOT HIT THE BROWSER'S BACK BUTTON!
3. On the last page of the Quiz you will be able to see which questions are unanswered, are answered and have been flagged.

questions:

1. Describe a Resume

1 pts.

A large rectangular text input area with a light beige background. On the right side, there are three small square buttons stacked vertically. On the bottom left, there are two small square buttons side-by-side. On the bottom right, there is a small square button.

type your response above



Flag this question for later review

2. Categories included on a resume

1 pts.



A. Work Experience



B. Skills and Abilities



C. Education



D. all of the above



E. none of the above



Flag this question for later review

3. A resume must be one page in length

1 pts.




True



False



 Flag this question for later review

4. A letter sent with a resume and references that is meant to apply for a specific position available in a company

1 pts.



A. Cover Letter



B. Letter of Inquiry




C. Follow Up Letter



D. Letter of Resignation



 Flag this question for later review

5. A letter that is sent with a resume and references with the hope that there may be an available open position within the company.

1 pts.



A. Cover Letter



B. Letter of Inquiry




C. Follow Up Letter



D. Letter of Resignation



 Flag this question for later review

6. A letter sent upon completion of an interview that is a proper gesture.

1 pts.



A. Letter of Application



B. Letter of Inquiry




C. Follow Up Letter



D. None of the Above



 Flag this question for later review

7. Illegal interview questions include all EXCEPT

1 pts.



A. How old are you



B. What is your religious preferences



C. Can you lift heavy boxes




D. Are you disabled



E. How many children do you have



 Flag this question for later review

8. When creating a resume, one rule to follow is consistency; an example is spelling out the state every time it is used in any address
1 pts.



True



False



 Flag this question for later review

9. When filling out an employment application, one must use blue or black ink only.
1 pts.




True



False



 Flag this question for later review

10. When filling out an employment application, the use of "N/A" is for areas that do not apply to one. It should be used in EVERY blank.
1 pts.




True



False



 Flag this question for later review

11. Employees could be fired from a job because

1 pts.

- ☐ A. They were frequently late to work
- ☐ B. They missed several days of work due to illness
- ☐ C. They parked in their boss' parking spot
- ☐ D. All of the Above
- ☐ E. None of the Above



Flag this question for later review

12. In order to prepare for an interview, one can

1 pts.

- ☐ A. Practice answering interview questions
- ☐ B. Find the location of the interview prior to the day of the interview
- ☐ C. Have an outfit ready to wear that is at least one level above the dress required for the position
- ☐ D. A and C
- ☐ E. All of the Above



Flag this question for later review

13. A goal that can be attained in less than six months is known as a

1 pts.


- ☐ A. personal goal
- ☐ B. long term goal

☐ C. temporary goal

☐ D. short term goal

☐ E. all of the above



 Flag this question for later review

14. A goal that one sets that is for the future and attained within five years is known as
1 pts. ^a

☐ A. personal goal


☐ B. long term goal

☐ C. temporary goal

☐ D. short term goal

☐ E. all of the above



 Flag this question for later review

15. A letter sent to end employment
1 pts.


☐ A. Cover Letter

☐ B. Letter of Inquiry

☐ C. Follow Up Letter

☐ D. Letter of Resignation



 Flag this question for later review

16. Training usually includes education and/or courses one has taken to be qualified for a job opening
1 pts.




True



False



 Flag this question for later review

17. "Nature of work" usually means what an occupation does on a daily basis
1 pts.




True



False



 Flag this question for later review

18. "Job outlook" usually means what the chance of getting a job in that career field will be like projected in 5 to 10 years from now.
1 pts.




True



False



 Flag this question for later review

19. One should always arrive to an interview at least 15 minutes prior to the scheduled time and introduce yourself to a receptionist so they know you have arrived.
1 pts.




True



False



 Flag this question for later review

20. The quality of being adequately or well qualified physically and intellectually for a job or task.
1 pts.




A. competency



B. skills



 Flag this question for later review

21. A special ability in a task, sport, etc.; especially abilities acquired by training.
1 pts.




A. competency



B. skills



 Flag this question for later review

22. The quality of being able to do something especially the physical, mental, financial, or legal power to accomplish something.
1 pts.


☐

A. abilities

☐

B. talents

☐

 Flag this question for later review

23. A natural endowment or ability of a superior quality
1 pts.


☐

A. abilities

☐

B. talents

☐

 Flag this question for later review

24. Any e-mail address may be used on a resume--you just want to make sure they can reach you for the interview.
1 pts.


☐

True

☐


False

☐

 Flag this question for later review


25. Skills & Abilities are a category on your resume that shows an employer
1 pts.

- ☐ A. how busy you are
- ☐ B. how involved you are
- ☐ C. how good of an athlete you are
- ☐ D. all of the above
- ☐ E. none of the above

☐  Flag this question for later review

26. On a resume, education should be listed with the most recent and highest level first.
1 pts.

- ☐ True
- ☐ False

☐  Flag this question for later review

27. On a resume, work experience should be listed by highest paid to lowest paid.
1 pts.

- ☐ True
- ☐ False



Flag this question for later review

28. On a resume, phone numbers should be listed for all work experience locations.
1 pts.



True



False



Flag this question for later review

29. A list of references should be typed at the bottom of a resume.
1 pts.



True



False



Flag this question for later review

30. It is important to have at least three references for employers to check your character, honesty, skills and abilities.
1 pts.



True



False



Flag this question for later review

31. References may be employees, teachers, parents, coaches, principals, friends, counselors, and family members.
1 pts.




True



False



 Flag this question for later review

32. When preparing for an interview (Choose all that Apply)
1 pts.



A. choose an outfit that is at least one step above the position being applied for



B. pull hair back



C. announce your name in an introduction




D. have good eye contact



E. have a firm handshake



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33. If asked an "illegal" interview question, one should respond, "I don't have to answer that question, it is illegal and I cannot believe you asked me that!"
1 pts.



True



False



Flag this question for later review

34. School Store: There should ALWAYS be at least two employees in the school store.
1 pts.



True



False



Flag this question for later review

35. School Store: You are allowed to ring your own purchases in the school store.
1 pts.



True



False



Flag this question for later review

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8:00 a.m.- 5:00 p.m. [Central Standard Time](#), excluding [U.S. federal holidays](#).