



A partner in CTWorks

TIER 1: Competency Learning Plan Pre-Test

Name _____ Date _____

Directions:

This is a measure of your basic career knowledge. Read each question and circle the best response to the questions. If you are not sure of an answer, first eliminate as many responses as you can and then make an educated guess.

Job Seeking Skills

1. What is the definition of a resume? (Knows how to define what a resume is including use and format. Able to identify appropriate resumes when given samples)
 - A. **A set of accomplishments.**
 - B. A set of work experiences.
 - C. A description of work experiences.
 - D. A document that describes a person's career interests.
2. When you complete an interest inventory it identifies a cluster of occupations that would best suit ones abilities and preferences. Which of the below would describe a person who is in the "enterprising" cluster? (complete interest inventory and understand purpose of doing so)
 - A. Practical and tool-oriented
 - B. Analytical and explorative
 - C. **Leadership and persuading**
 - D. Creative and original
3. What is a career ladder?(Research and create a list of work experiences that represent experience along a career ladder for a specific career)
 - A. Structured sequence in which to obtain a position in an organization.
 - B. An organized sequence of activities that need to be accomplished to obtain a job in a specific field.
 - C. An organized system to obtain a job promotion in an organization.
 - D. **Structured sequences of jobs in which a person ascends through an organization.**
4. Which of the components below would NOT be found on a resume?(Create a personal resume including drafts and copies)
 - A. Professional references
 - B. School references
 - C. Personal references
 - D. **Family references**

5. What is business casual attire? (Understands the importance of appropriate work attire and demonstrates this through appearance during oral presentation of resume)
- A. Button-down shirt, khaki pants or jeans.
 - B. Button-down shirt, blazer, and khaki pants.
 - C. Collared shirt, khaki pants or jeans.
 - D. Collared shirt, blazer or khaki pants.

Interpersonal Skills

6. How would you best describe teamwork? (works cooperatively with individuals)
- A. A group of people all working on the same task as subordinates to a leader.
 - B. Cooperative effort by the members of a group or team to achieve a common goal.
 - C. A group of people all working on small parts of a while project together in the work environment under the direction of a leader.
 - D. A group of people sharing opinions with each other and compromising on one idea.
7. What is the best definition of cooperatively working in a group? (Works cooperatively with a team/group)
- A. You are willing and have the ability to work with others.
 - B. You listen to others speak and respectfully share your opinions.
 - C. You are willing and prefer to work with others.
 - D. You listen to others and help them out.

Personal Qualities

8. It's your second day of work and you arrive 5 minutes late. What should you say to your boss? (Routinely arrives on time and doesn't leave early)
- A. Nothing, you are only five minutes late.
 - B. Apologize for being late and give an excuse because of family or transportation since they can hinder everyone from getting to work on time.
 - C. Apologize for being late and explain how you can make sure that this situation does not happen again.
 - D. Call an employee and ask them to cover for you by punching in your time card so that you do not lose your job for being late.

9. You are working with a customer who becomes extremely irate. The customer accuses you of making a mistake. In your opinion, the customer is wrong and you are right. What would be the best way to deal with this situation? (ability to control emotional outbursts)
- A. Express yourself calmly, listen to the other person, and bring up solutions to the problem.
 - B. Express to the person to speak with you in an appropriate tone, listen to the person, and bring up solutions to the problem.
 - C. Take a deep breath, express yourself calmly, and listen to the other person.
 - D. Take a deep breath, listen to the other person, and bring up solutions to the problem.
10. At the end of the night you count up the register and there is an extra \$5 in it. What do you do with the extra money? (demonstrates honesty and integrity)
- A. Take the extra money because it is more than what should be in the register.
 - B. Keep the extra money in the register.
 - C. Tell the manager or a co-worker there is extra money in the register.
 - D. Adhere to the store policy.

Communication

11. What best describes the type of language that should be used in the workplace. ? (uses language appropriate to environment)
- A. Language without profanities.
 - B. Language that fits the audience and does not contain profanities.
 - C. Language that fits the audience and matches your purpose.
 - D. Language that fits your audience without the use of jargon or street slang.
12. While at your job, a customer comes up to you with a question. After listening to the customer's question, you are unclear about what they are looking for. Define the steps for asking for clarification. (asks questions and seeks clarification on learning tasks)
- A. Ask for the question to be repeated, rephrased or summarized.
 - B. Ask for the questions to be repeated, reiterated, and summarized.
 - C. Check for understanding by repeating the question to the customer.
 - D. Check for understanding by giving the customer an answer.

Problem Solving and Decision Making

13. Which would be the most efficient way to prioritize tasks at work? (prioritizes learning assignments)
- A. Make a list, and complete the least desirable tasks first.
 - B. Make a list, then make a timeline, and consider the consequences.
 - C. Consider time/people restraints, make a list, and complete the least desirable tasks first.
 - D. Make a list, consider time/people restraints, and consider the consequences.

Computer Literacy and Basic Knowledge and Skills

14. What is the technical term for a computer screen? (correctly identifies components of a computer)
- A. Monitor
 - B. Picture
 - C. Modem
 - D. Drive
15. Which of the following functions cannot be completed by using a computer mouse? (demonstrates use of mouse functions)
- A. Turning on the computer
 - B. Printing legal documents
 - C. Adjusting the volume
 - D. None of the above
16. What are the steps needed to save a document in Microsoft Word for the first time? (Able to save, open and close a simple text document. Can retrieve existing documents)
- A. Go to format, click on save as, type in the name of the document and click save.
 - B. Go to format, click on save as, type in the name of the document and click save.
 - C. Go to File, click on save as, type in the name of the document and click save.
 - D. Go to File, click on save, type in the name of the document and click to save.
17. How do you change the font of a document? (Able to select and edit font style, size, and appearance).
- A. Go to tools, click on font, then choose font and click ok.
 - B. Go to edit, click on font, then choose font and click ok.
 - C. Go to format click on font, then choose font and click ok.
 - D. None of the above.
18. What steps are necessary to spell check a document?(Able to use spell check and correct errors)
- A. Go to tools, and click on spelling and grammar.
 - B. Go to edit, and click on spelling and grammar.
 - C. Go to format, and click on spelling and grammar.
 - D. None of the above.
19. What is the procedure for printing a document? (able to preview a document before printing and print appropriate number of copies and/or pages)
- A. Go to file, click on print, pick the settings, and click ok.
 - B. Go to file, click on print, pick the settings, and click print.
 - C. Go to tools, click on print, pick the settings, and click ok.
 - D. Go to tools, click on print, pick the settings, and click print.

20. Which statement below describes the correct process of turning off a computer?
(Correctly exist all programs and shuts down)
- A. Press the off button on the monitor.
 - B. Turn off the power on the console and monitor.
 - C. Close down all programs, click start, and scroll to shutdown.
 - D. Close down all programs, click file, and scroll to shutdown.