

## Chapter 02

### Skills and Interests-Your Career Assets

#### True / False Questions

1. Careers should be consistent with the type of environment that you value.

True   False

2. Your personality needs to fit with your career aspirations.

True   False

3. Identifying your skills will allow you to have a career language to include in your resume.

True   False

4. Soft skills are used only by managers.

True   False

5. Most employers prefer good technical skills over soft and adaptive skills.

True   False

6. By identifying your transferable, adaptive, and job-specific skills, you have accumulated information for your resume and cover letter.

True   False

7. The process of identifying your skills becomes a tool that you will use during the interview process.

True   False

8. Working at a job in a field unrelated to your major field of studies is not necessarily a bad thing.

True   False

9. Obtaining your college degree demonstrates that you have the ability to achieve a long-term goal.

True   False

10. A personality assessment determines hard skills.

True   False

11. Brand identity is your personal marketing image.

True   False

12. You should never place status and income high on your value list.

True   False

13. Adaptability to working alone is a soft skill.

True   False

14. The skill called reliability is a hard skill.

True   False

15. Numbers can be added to skills so that they may become quantified.

True   False

16. Your personal values should not be even considered when offered a position with good benefits, good growth potential, and a good salary.

True   False

17. Your values, skills and preferences, should determine your career choices.

True   False

18. A personality assessment categorizes your personality traits to determine if your personal attributes are a good fit in a particular work environment.

True   False

19. Hard skills relate to your work style and help you function as a good employee on a day-to-day basis.

True   False

20. Transferable skills are the skills you have gained from experience.

True   False

21. An adaptation gap refers to the difference between the skills you need for your ideal job and the skills you currently possess.

True   False

22. Adaptive skills are the soft skills that are related to your work style.

True   False

23. Technical skills are skills that require special training, experience, education, and certification.

True   False

24. Workplace values are inconsequential in choosing a career.

True   False

25. Determining your values is one of the first steps in planning your life's career.

True   False

26. The skills you may have learned from your past experiences are transferable skills.

True   False

27. The technical skills that you need to perform a job well are hard skills.

True   False

28. An accomplishment or success that you have attained in life can be called an achievement.

True   False

29. The skills gap compares the skills that you need in your ideal job to the skills you currently have.

True   False

30. Useful soft skills include: good interpersonal skills, honesty, a positive attitude, and competence.

True   False

### Multiple Choice Questions

31. Which needs to occur for you to have a good career "fit"?

- A. You need to know your skills and preferences
- B. You need to know your values
- C. Your values need to align with that of the work environment
- D. All of the above

32. How much of our lives is likely under our control?

- A. 25%
- B. 30-40%
- C. 60%
- D. 80-90%

33. Which of the following are exercises that can be practiced to clarify one's values?

- A. Rank order a series of traits from a checklist
- B. Discern those attributes we admire in others
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34. What is one weakness of personality assessments & inventories?

- A. They are not counted in research.
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35. Which is not a well-known Personality assessment tool?

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- B. The Keirsey Temperament Sorter
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36. Which is not on the *Job Outlook 2014* top ten list of attributes employers look for?

- A. High IQ
- B. Communication skills
- C. Team player
- D. Strong work ethic

37. Which is not an adaptive skill acquired from working in a dental office?

- A. Diplomacy
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38. Where do we develop job-specific skills?

- A. Jobs & educational training
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39. Which is not a job-specific skill?

- A. Computer proficiency
- B. Accounting
- C. Managing
- D. Routine equipment maintenance

40. Achievements give an employer some insight into your \_\_\_\_\_.

- A. hard skills
- B. adaptive skills
- C. transferable skills
- D. soft skills

41. Which is not true about branding?

- A. It conveys your worth and value to potential employers.
- B. It is your self-created marketing strategy.
- C. It cannot be created or influenced by online postings.
- D. It is a reflection of how we perceive and present ourselves.

42. What is a proactive strategy for finding your skills gap?

- A. Rank order checklists of skills
- B. Ask your friends what you do well
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43. More than half of the solution to any problem is

- A. Courage
- B. Awareness
- C. Bluntness
- D. Diplomacy

44. Which are transferable skills that result from a four-year college education?

- A. Long-term goal achievement
- B. Time management
- C. Organization
- D. Having a "teachable" disposition



45. What is not an advantage of a strong skills vocabulary?

- A. You are able to market yourself to potential employers
- B. You can articulate your assets to your existing employer if you would like to be promoted
- C. You can be ambivalent about your skills
- D. You can pinpoint your numerous abilities

## Chapter 02 Skills and Interests-Your Career Assets **Answer Key**

### True / False Questions

1. Careers should be consistent with the type of environment that you value.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

2. Your personality needs to fit with your career aspirations.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

3. Identifying your skills will allow you to have a career language to include in your resume.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

4. Soft skills are used only by managers.

**FALSE**

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

5. Most employers prefer good technical skills over soft and adaptive skills.

**FALSE**

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

6. By identifying your transferable, adaptive, and job-specific skills, you have accumulated information for your resume and cover letter.

**TRUE**

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

7. The process of identifying your skills becomes a tool that you will use during the interview process.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

*Learning Outcome: 02-04 Identify your skills gap.*

*Topic: Identify Your Skills Gap*

8. Working at a job in a field unrelated to your major field of studies is not necessarily a bad thing.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-05 Match your degree to your goals and career possibilities.*

*Topic: Match Your Degree to Goals and Possibilities*

9. Obtaining your college degree demonstrates that you have the ability to achieve a long-term goal.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-05 Match your degree to your goals and career possibilities.*

*Topic: Match Your Degree to Goals and Possibilities*

10. A personality assessment determines hard skills.

FALSE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

11. Brand identity is your personal marketing image.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

12. You should never place status and income high on your value list.

FALSE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

13. Adaptability to working alone is a soft skill.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

14. The skill called reliability is a hard skill.

FALSE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

15. Numbers can be added to skills so that they may become quantified.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

16. Your personal values should not be even considered when offered a position with good benefits, good growth potential, and a good salary.

FALSE

*Accessibility: Keyboard Navigation*

*Blooms: Apply*

*Difficulty: 3 Hard*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

17. Your values, skills and preferences, should determine your career choices.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

18. A personality assessment categorizes your personality traits to determine if your personal attributes are a good fit in a particular work environment.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*

*Topic: Your Values, Interests, and Personality*

19. Hard skills relate to your work style and help you function as a good employee on a day-to-day basis.

**FALSE**

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

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*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

20. Transferable skills are the skills you have gained from experience.

**TRUE**

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

21. An adaptation gap refers to the difference between the skills you need for your ideal job and the skills you currently possess.

**FALSE**

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-04 Identify your skills gap.*

*Topic: Identify Your Skills Gap*



22. Adaptive skills are the soft skills that are related to your work style.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-02 Define the terms soft skills and adaptive skills and explain their importance in job seeking and career achievement.*

*Topic: Soft Skills and Adaptive Skills*

23. Technical skills are skills that require special training, experience, education, and certification.

TRUE

*Accessibility: Keyboard Navigation*

*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

24. Workplace values are inconsequential in choosing a career.

FALSE

*Accessibility: Keyboard Navigation*

*Blooms: Understand*

*Difficulty: 2 Medium*

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25. Determining your values is one of the first steps in planning your life's career.

TRUE

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*Blooms: Remember*

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26. The skills you may have learned from your past experiences are transferable skills.

TRUE

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*Blooms: Remember*

*Difficulty: 1 Easy*

*Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.*

*Topic: Hard Skills and Transferable Skills*

27. The technical skills that you need to perform a job well are hard skills.

TRUE

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*Blooms: Remember*

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28. An accomplishment or success that you have attained in life can be called an achievement.

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29. The skills gap compares the skills that you need in your ideal job to the skills you currently have.

TRUE

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30. Useful soft skills include: good interpersonal skills, honesty, a positive attitude, and competence.

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40. Achievements give an employer some insight into your \_\_\_\_\_.

- A. hard skills
- B. adaptive skills
- C. transferable skills
- D. soft skills

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