

Module 00108 Exam

Basic Employability Skills

Trainee Name: _____

Social Security Number: _____ Date: _____

MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.

1. A company's documented philosophy is called its _____.
 - a. business plan
 - b. administrative structure
 - c. organizational structure
 - d. mission statement

2. The time to learn about a potential employer is _____.
 - a. before the application is submitted
 - b. before the interview
 - c. during the interview
 - d. during the first week of employment

3. When preparing a resume, you should _____.
 - a. use a font that is very creative and expressive
 - b. format the information chronologically
 - c. avoid any use of bulleted lists
 - d. not mention any certifications until an interview begins

4. During a job search, it is a good practice to _____.
 - a. apply for positions that require less skill to better your chances
 - b. apply for positions that require greater skills to show your potential
 - c. avoid any jobs that will likely require additional learning
 - d. look for jobs that match your skills and experience

5. Before employment begins, candidates for construction jobs must often _____.
 - a. pass a rescuer's and first aid test
 - b. take and pass a drug test
 - c. pass a driving test
 - d. be capable of lifting their own weight

6. Most employers advertise job openings _____.
 - a. in the local newspaper only
 - b. at the front desk
 - c. on the Internet
 - d. directly on the organizational chart

7. Critical thinking is the process of _____.
 - a. evaluating information, then reaching a conclusion or making a decision
 - b. searching for jobs, then applying and interviewing
 - c. distrusting new ideas
 - d. evaluating the need, then developing business

8. You will never stop learning better ways to solve problems if you are open to _____.
 - a. overtime
 - b. promotion
 - c. change
 - d. evaluation

9. When a problem-solving team includes a close-minded person, that individual is one who _____.
 - a. does not get along well with others
 - b. lacks work ethics
 - c. tries to sabotage the project
 - d. distrusts any new ideas and resists change

10. The first step to solving a problem is to _____.
 - a. find a solution
 - b. define it
 - c. ask for help
 - d. have a plan

11. A common problem on the job site that contributes to delays is _____.
 - a. closed-mindedness
 - b. fear of change
 - c. absenteeism
 - d. personality conflicts

12. If you see a potential source of delay on a project, _____.
 - a. ask a co-worker to determine the problem
 - b. stop working on your task until the problem is solved
 - c. notify your supervisor immediately
 - d. monitor the problem until it reaches an urgent stage

13. The way you speak, act, and interact with others is referred to as your _____.
 - a. work ethic
 - b. fear of change
 - c. professionalism
 - d. self-presentation skills

14. Being dependable means _____.
 - a. showing up for work on time, every day
 - b. reporting co-workers who stretch out lunch hours and breaks
 - c. leaving work early once you've finished a task
 - d. finishing tasks no earlier than their scheduled date

15. Conflict resolution is considered to be _____.
a. an important relationship skill
b. a sign of a good welder
c. unacceptable in the workplace
d. a sign of weakness
16. To resolve a conflict with a co-worker, it is best to _____.
a. immediately tell your supervisor
b. first admit there is a conflict
c. ignore it
d. think about it for a while
17. It is not professional to offer constructive criticism if you _____.
a. do not know the other person
b. cannot get along with the other person
c. cannot suggest an alternative method
d. give an opinion
18. A worker is verbally abusing another worker consistently, sometimes physically, and there is an imbalance of power between the two. This likely falls into the category of _____.
a. racism
b. age discrimination
c. sexual harassment
d. bullying
19. Working with others to meet common goals is an example of _____.
a. teamwork
b. technical skills
c. critical thinking
d. behavioral skills
20. Being self-confident and an effective communicator are signs that a worker may be a(n) _____.
a. bully
b. leader
c. ineffective craftworker
d. undependable