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
C. Discern those attributes we admire in ourselves
D. All of the above

34. What is one weakness of personality assessments & inventories?

A. They are not counted in research.
B. They are generic descriptions.
C. They are a snapshot of who you are at one moment in time.
D. They aren't really taught to students any longer.

35. Which is not a well-known Personality assessment tool?

A. The MBTI
B. The Keirsey Temperament Sorter
C. Kingdomality
D. bls.gov

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  
B. Appreciation of diversity  
C. The capacity to sterilize dental instruments  
D. Coping well with deadlines

38. Where do we develop job-specific skills?

A. Jobs & educational training  
B. Volunteer work  
C. Hobbies & avocations  
D. All of the above

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
C. Read the want ads for positions you seek and see what requirements you still need to get
D. Take an online personality assessment

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

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

FALSE

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

TRUE
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*
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*Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.*
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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  
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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.  
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20. Transferable skills are the skills you have gained from experience.

**TRUE**

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Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.  
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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  
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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
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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.
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23. Technical skills are skills that require special training, experience, education, and certification.

**TRUE**

Accessibility: Keyboard Navigation
Blooms: Remember
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Learning Outcome: 02-03 Understand and provide examples of hard skills and transferable skills.
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24. Workplace values are inconsequential in choosing a career.

**FALSE**

Accessibility: Keyboard Navigation
Blooms: Understand
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Learning Outcome: 02-01 Describe and provide examples of your values, interests, and personality as they relate to obtaining employment.
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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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26. The skills you may have learned from your past experiences are transferable skills.

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

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

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Multiple Choice Questions
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Blooms: Apply  
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**Accessibility: Keyboard Navigation**
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44. Which are transferable skills that result from a four-year college education?

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