

Chapter 2—Career Planning

TRUE/FALSE

1. Effective career planning will help you identify an employment pathway that aligns your interests and abilities with the tasks expected.

ANS: T PTS: 1 DIF: easy REF: p. 36

2. The time and effort you put into your career planning effort will affect how much income you earn and how far you advance in your career.

ANS: T PTS: 1 DIF: easy REF: p. 36

3. A career goal can be a specific job or field of work.

ANS: T PTS: 1 DIF: easy REF: p. 37

4. A career plan provides guidance to help you attain your career goals.

ANS: T PTS: 1 DIF: easy REF: p. 36

5. Interest inventories are the qualities that allow you to perform job-related tasks.

ANS: F
interest inventories help people assess the activities that give them satisfaction.

PTS: 1 DIF: easy REF: p. 37

6. According to the U.S. Census Bureau, adults with an advanced degree earn approximately \$48,000 more per year than adults with only a high school diploma.

ANS: T PTS: 1 DIF: moderate REF: p. 37

7. According to the U.S. Census Bureau, adults with an advanced degree earn approximately \$48,000 more per year than adults with only a bachelor's degree.

ANS: F
those with advance degrees earn \$26,000 more.

PTS: 1 DIF: moderate REF: p. 44

8. According to the U.S. Census Bureau, getting an advanced degree has a bigger impact on annual income (as compared to a bachelor's degree) than getting a bachelor's degree (as compared to graduating from high school).

ANS: T PTS: 1 DIF: moderate REF: p. 44

9. According to the U.S. Census Bureau, adults with a bachelor's degree earn approximately \$22,000 more per year than adults with only a high school diploma.

ANS: T PTS: 1 DIF: moderate REF: p. 44

10. An internship may allow you to develop new skills as well as a chance to network.

ANS: T PTS: 1 DIF: easy REF: p. 39

11. Weighing the demands of particular jobs with your social and cultural preferences involves making lifestyle trade-offs.

ANS: T PTS: 1 DIF: easy REF: p. 38

12. Dual-career couples normally have an easier time resolving quality-of-life issues.

ANS: F
quality of life issues are more complex when there are two workers.

PTS: 1 DIF: easy REF: p. 39

13. Professional networking is the process of establishing and using contacts to obtain and exchange career information.

ANS: T PTS: 1 DIF: easy REF: p. 40

14. High-demand occupations tend to pay low salaries.

ANS: F
high demand occupations pay higher salaries.

PTS: 1 DIF: easy REF: p. 42

15. Most of the contacts you make through networking will be in a position to offer you a job.

ANS: F
most contacts will not be in a position to offer a job but still provide valuable leads.

PTS: 1 DIF: moderate REF: p. 40

16. As many as 75 percent of all job openings are listed in want ads.

ANS: F
fewer and fewer job openings are posted in want ads.

PTS: 1 DIF: moderate REF: p. 40

17. Approximately 7 percent of workers work at home online.

ANS: T PTS: 1 DIF: moderate REF: p. 43

18. When comparing salary offers from employers in different cities, you should gather information regarding the approximate cost of living in each city.

ANS: T PTS: 1 DIF: easy REF: p. 56

19. Comparing salary offers from employers located in different cities can be difficult without sufficient ~~information on the approximate cost of living in each community.~~

ANS: T PTS: 1 DIF: moderate REF: p. 56

20. Nonsalary benefits are forms of compensation that result in the employee not having to pay out-of-pocket money for certain expenses.

ANS: T PTS: 1 DIF: easy REF: p. 44

21. Job seekers should focus primarily on salary as employee benefits are not a major contributor to overall compensation.

ANS: F
nonsalary benefits can be 25 percent or more above a worker's salary.

PTS: 1 DIF: moderate REF: p. 44

22. Salaried employees are paid overtime, and the majority of college graduates have salaried positions.

ANS: F
salaried employee generally are not paid overtime.

PTS: 1 DIF: easy REF: p. 46

23. When you leave an employer, you have the right to continue your health insurance coverage for a specified period of time by paying the premiums yourself.

ANS: T PTS: 1 DIF: easy REF: p. 47

24. Nearly 20 percent of workers cash out all of the money they have accrued in their employer-sponsored retirement plan when changing jobs.

ANS: F
nearly half of workers make this financially costly decision.

PTS: 1 DIF: moderate REF: p. 45

25. A résumé is a summary record of your education, training, experience, and other qualifications.

ANS: T PTS: 1 DIF: easy REF: p. 47

26. A secondary function of a résumé is to provide a basis for screening applicants out of contention for a job.

ANS: F
this is the primary function of requiring a résumé.

PTS: 1 DIF: moderate REF: p. 47

27. A résumé in a chronological format would position the first of your previous three jobs at the beginning of the document.

ANS: F
in this format jobs are listed placing the most recent first

PTS: 1 DIF: moderate REF: p. 48

28. A résumé in a chronological format would position the first of your previous three jobs at the end of the experience section of the document.

ANS: T PTS: 1 DIF: moderate REF: p. 48

29. A common mistake in résumés is to list specific accomplishments instead of listing the functions and responsibilities that you had in your previous jobs.

ANS: F
this is the preferred approach.

PTS: 1 DIF: moderate REF: p. 48

30. Posting your résumé on Monster.com is all you need to do to get a good job.

ANS: F
you should never rely on just one approach when seeking a job.

PTS: 1 DIF: moderate REF: p. 48-49

31. Employers can obtain your credit report and may use the information contained in the report to make an employment decision.

ANS: T PTS: 1 DIF: moderate REF: p. 47

32. Most employment agencies earn their fees from the individual searching for a job.

ANS: F
fees are most commonly paid by the employer.

PTS: 1 DIF: easy REF: p. 51

33. The main purpose of a cover letter is to indicate a desired salary.

ANS: F
the cover letter provides an introduction to the employer and salary preferences should not be discussed.

PTS: 1 DIF: easy REF: p. 52

34. A cover letter should be designed for each specific position for which you are applying.

ANS: T PTS: 1 DIF: easy REF: p. 52

35. The same cover letter with the appropriate address and salutation can be used when seeking interviews from multiple employers.

ANS: F
cover letters should be tailored to the specific position being sought.

PTS: 1 DIF: moderate REF: p. 52

36. After mailing off a cover letter, you should wait at least a month before you contact the employer.

ANS: F

two-weeks is ample time for following up on a cover letter

PTS: 1 DIF: easy REF: p. 53

37. Whenever you request that someone write a reference letter you should provide the person with your resume.

ANS: T PTS: 1 DIF: easy REF: p. 53

38. You should avoid using specific abilities such as using MicroSoft Office in your résumé.

ANS: F

such terms are often looked for in scanning software and will help you stand out from the crowd.

PTS: 1 DIF: moderate REF: p. 47

39. Prior to a job interview, you should research the company, the company's competitors, and the industry.

ANS: T PTS: 1 DIF: moderate REF: p. 54

40. Misrepresenting a few small facts or exaggerating a bit during an interview is expected and should not have a negative impact during a job interview.

ANS: F

any such statements will call into question the other information in your résumé and statements made during the interview.

PTS: 1 DIF: easy REF: p. 55

41. After a job interview, you should immediately e-mail a thank-you note and restate your interest in the position.

ANS: F

e-mailed thank you notes should only be used if you are very sure this is the preferred method of contact.

PTS: 1 DIF: moderate REF: p. 56

42. You should discuss salary during the job interview, but you should not offer a definitive dollar amount.

ANS: F

wait until a job offer has been tendered to discuss salary.

PTS: 1 DIF: moderate REF: p. 56

43. In most cases, you should not turn down a job offer without taking a day or two to think it over.

ANS: T PTS: 1 DIF: easy REF: p. 57

44. Failure to obtain a job offer after an interview is most likely due to some failing during the interview.

ANS: F

failure to obtain an offer is simply due to a mismatch between the applicant's qualities and the needs of the employer.

PTS: 1 DIF: easy REF: p. 56

45. You should use key terms such as honesty and teamwork in your résumé.

ANS: T PTS: 1 DIF: easy REF: p. 50

MULTIPLE CHOICE

46. All of the following are key steps to successful career planning *except*

- a. targeting preferred employees.
- b. identifying your values.
- c. taking advantage of networking.
- d. aligning yourself with historical employment trends.

ANS: D

future trends are more important than historical trends.

PTS: 1 DIF: moderate REF: p. 36-443

47. ____ are topics and activities that engage your attention.

- a. Career plans
- b. Professional interests
- c. Career goals
- d. Professional abilities

ANS: B PTS: 1 DIF: easy REF: p. 37

48. The ____ is a highly regarded interest inventory.

- a. Strong Interest Inventory
- b. Stanford-Binet Assessment
- c. Likert Inventory
- d. Simpson Test of Preferences (STOP)

ANS: A PTS: 1 DIF: easy REF: p. 37

49. All of the following would be considered wise moves in career planning *except*

- a. learning as much as possible about a company before your interview.
- b. transferring your 401(k) to your new employer's plan when you change jobs.
- c. continued participation in your previous employer's health care plan until you are covered by a new employer's plan.
- d. assuming that your need for higher education is finished once you obtain a job in your chosen field.

ANS: D

most professional careers require advanced training.

PTS: 1 DIF: moderate REF: p. 45 | p. 47 | p. 54

50. ____ are the principles, standards, or qualities considered worthwhile.

- a. Aptitudes
- b. Values
- c. Abilities
- d. Goals

ANS: B PTS: 1 DIF: easy REF: p. 37

51. Your ____ determine(s) the unique approach you take to working with and responding to your job requirements, surroundings, and associates.

- a. work-style personality
- b. values
- c. aptitudes
- d. interest inventory

ANS: A PTS: 1 DIF: easy REF: p. 41

52. A good source for ideas concerning online employment is

- a. the Service Corps of Retired Executives.
- b. the National Association for the Self-Employed.
- c. the Small Business Administration.
- d.** all of these.

ANS: D PTS: 1 DIF: easy REF: p. 43

53. When comparing the buying power of a salary offer of \$52,000 in Boston with a \$49,000 offer in Los Angeles, the Boston salary offer would buy ____ of goods and services in Los Angeles, assuming the index was 130.6 for Boston and 114.9 for Los Angeles.

- a. \$55,695
- b. \$45,748
- c. \$43,109
- d. \$59,105

ANS: B
 $\$52,000 \times (114.9 / 130.6)$

PTS: 1 DIF: difficult REF: p. 44

54. When comparing the buying power of a salary offer of \$50,000 in Boston with a \$53,000 offer in Los Angeles, the Los Angeles salary offer could buy ____ of goods and services in Boston assuming the index was 130.6 for Boston and 114.9 for Los Angeles.

- a. \$46,628
- b. \$56,832
- c. \$60,241
- d. \$43,989

ANS: C
 $\$53,000 \times (130.6 / 114.9)$

PTS: 1 DIF: difficult REF: p. 44

55. To assign monetary values to employee benefits, you can place a market value on the benefit or calculate the ____ value of the benefit.

- a. present
- b. future

- c. index
- d. physical

ANS: B PTS: 1 DIF: easy REF: p. 45

56. All are examples of nonsalary benefits *except*
- a. tuition reimbursement.
 - b. paid sick leave.
 - c. child care.
 - d. bonus.

ANS: D
bonuses are not considered a nonsalary benefit as they are paid in money to the employee.

PTS: 1 DIF: moderate REF: p. 44

57. After hiring an employee, the law requires employers to do all of the following *except*
- a. provide unemployment insurance.
 - b. pay Social Security taxes to the federal government.
 - c. pay all of the employee's health care expenses.
 - d. provide workers' compensation benefits to employees injured on the job.

ANS: C
under current law employers are not required to provide health care benefits.

PTS: 1 DIF: moderate REF: p. 46

58. To advance in your career, you should
- a. volunteer for new assignments.
 - b. stay alert to what is happening in your career field.
 - c. avoid outside activities such as coaching your child's soccer team.
 - d.** both volunteer for new assignments and stay alert to what is happening in your career field.

ANS: D PTS: 1 DIF: moderate REF: p. 50

59. When changing employers, wisest options for the money you have in your current employer-sponsored retirement plan typically involve all but which of the following
- a. transferring the money to your new employer's 401(k) plan.
 - b. moving the balance to an IRA rollover account.
 - c. leaving the money in your old employer's plan.
 - d. withdrawing and spending the money.

ANS: D PTS: 1 DIF: easy REF: p. 45

60. Which of the following is likely to be the largest cost of withdrawing the funds from an employer-based retirement plan when you change jobs prior to retirement?
- a. the ten percent penalty for early withdrawal
 - b. the taxes you must pay on the withdrawal
 - c. the lost future growth if the funds had been left on deposit
 - d. the penalty assessed by the employer

ANS: C PTS: 1 DIF: moderate REF: p. 45

61. ____ income is exempt from taxes in the current year but is subject to taxation in a later year.
- a. Nontaxable
-

- b. Tax-sheltered
- c. Taxable
- d. Tax-exempt

ANS: B PTS: 1 DIF: moderate REF: p. 45

62. A successful job search might require ____ hours per week of your time.
- a. 5 to 10
 - b. 15 to 20
 - c. 25 to 30
 - d. 35 to 40

ANS: C PTS: 1 DIF: easy REF: p. 47

63. Popular formats for résumés include all of the following *except*
- a. skills format.
 - b. chronological format.
 - c. functional format.
 - d. salary format.

ANS: D PTS: 1 DIF: easy REF: p. 48

64. Which of the following resources would be least helpful in your job search?
- a. Classified advertisements
 - b. Career fairs
 - c. Employment agencies
 - d. Information from professional friends and acquaintances

ANS: A PTS: 1 DIF: easy REF: p. 51-52

65. A ____ is the most important part of your employment search.
- a. job interview
 - b. cover letter
 - c. job application
 - d. reference letter

ANS: A PTS: 1 DIF: easy REF: p. 54

66. In preparation for a job interview, you should
- a. compile some personal stories.
 - b. anticipate interview questions and prepare responses.
 - c. create a list of negative responses to questions that you should then avoid.
 - d.** compile some personal stories and anticipate interview questions and prepare responses.

ANS: D PTS: 1 DIF: moderate REF: p. 54-56

67. According to the U.S. Census Bureau a person with a bachelor's degree earns about how much more per year than someone with a high school diploma?
- a. \$22,000
 - b. \$26,000
 - c. \$34,000
 - d. \$56,000

ANS: A PTS: 1 DIF: moderate REF: p. 44

68. According to the U.S. Census Bureau a person with an advanced degree earns about how much more per year than someone with a bachelor's degree?
- a. \$22,000
 - b. \$26,000
 - c. \$34,000
 - d. \$56,000

ANS: B PTS: 1 DIF: moderate REF: p. 44

69. It is especially important to use "key phrases" when preparing your résumé because
- a. many employers will be impressed with your vocabulary.
 - b. you want to show that you are well educated.
 - c. computer software is typically used to scan résumés and select better qualified candidates.
 - d. it saves time when writing your résumé.

ANS: C PTS: 1 DIF: moderate REF: p. 50

70. Which of the following describes the progression from entry level positions to higher levels of pay, skill, responsibility, or authority.
- a. career plan.
 - b. employment pattern.
 - c. interest inventory.
 - d. career ladder.

ANS: D PTS: 1 DIF: moderate REF: p. 37