

Chapter 4 Test

DIRECTIONS:

Please answer **ALL** multiple-choice questions on the scan-tron sheet provided. There are 15 questions on this exam.

****IMPORTANT: ON YOUR SCAN-TRON, YOU MUST WRITE **CHAPTER 4** ON THE **SUBJECT LINE******

1. Which is **not** a step in the decision making process?
(1) Define the problem (3) Write letters or make personal visits
(2) List possible solutions (4) Evaluate
2. When you evaluate your decision and you are not pleased with it, you should:
(1) stop (3) go for it
(2) change your mind (4) gather new facts or data
3. A public employment agency is operated by a/an
(1) owner (3) employer
(2) state or local government (4) volunteer
4. In choosing your best career solution, you should consider:
(1) educational requirements of the job (3) availability of a job
(2) location of a job (4) all of these factors
5. Which are print resources to assist in a job search?
(1) DOT (Dictionary of Occupational Titles) (3) military and government publications
(2) OOH (Occupational Outlook Handbook) (4) all of these publications
6. Which is **not** a step in the job search?
(1) applying to college (3) using word of mouth
(2) writing letters or making personal visits (4) visiting employment agencies
7. Electrician, plumber, and carpenter are in which career cluster?
(1) construction (3) transportation
(2) agriculture (4) personal services

8. Aircraft mechanic, railroad engineer, and steamship worker are in which career cluster?

- (1) personal services
- (2) construction
- (3) clerical or office
- (4) transportation

9. Jane is deciding whether or not the decision she made meets her needs. At which step in the decision-making process is she?

- (1) evaluate
- (2) gather facts or data
- (3) define the problem
- (4) list possible solutions

10. Steve asks a friend who works at McDonald's if there are any openings. This is an example of which source of employment?

- (1) Dictionary of Occupational Titles
- (2) employment agencies
- (3) word of mouth
- (4) classified advertisements

11. When you define a problem, you must:

- (1) be sure to consider all the facts
- (2) put it in the form of a question
- (3) list all possible solutions
- (4) evaluate your solution

12. Classified advertisements contain all the following information **except**:

- (1) salary
- (2) vacation schedule
- (3) type of job
- (4) where to apply

13. Private employment agencies do all of the following **except**:

- (1) list many jobs
- (2) screen applicants for employers
- (3) test employees
- (4) provide unemployment insurance

14. Word of mouth as a step in the job search could include each of the following **except**:

- (1) telephone discussions with someone in the field
- (2) asking someone who is retired from the job about it
- (3) writing a career report
- (4) asking someone who works in the industry about it

15. Entertainers, construction workers, and farm workers are categories of:

- (1) the decision-making process
- (2) career clusters
- (3) the job search
- (4) all of these