

PRE-TEST: JOB SEEKER'S JOURNEY TO CAREER SUCCESS

Instructions: Before beginning the curriculum, please complete this pre-test to assess your current knowledge and understanding of key concepts related to work readiness and job career success. Answer each question as best as you can.

1. What does SMART stand for in SMART goal setting?

Structure, Measure,
Action, Reward, Time

Specific, Measurable,
Achievable, Relevant,
Time-bound

Simple, Meaningful, Ambitious,
Resilient, Targeted

2. Which of the following is NOT a key component of time management?

Procrastination

Planning

Prioritization

3. Which type of resume highlights work experience in chronological order, starting with the most recent job?

Functional
Resume

Combination
Resume

Chronological
Resume

4. What is the primary purpose of a cover letter?

To list all
qualifications

To introduce
yourself and why
you're a good fit

To request and
interview date and time

5. In active listening, the first stage is _____, where you receive the information being communicated.

6. The decision-making process involves identifying options and alternative, evaluating them, making a choice, and taking _____.

7. Workplace safety is essential to prevent _____ and injuries.

8. _____ involves understanding your environment and recognizing potential risks and dangers.

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9. **True or False?** During a video interview, attire is not important as long as you have good body language.

TRUE

FALSE

10. **True or False?** We master verbal more than non-verbal communication.

TRUE

FALSE

11. **True or False?** Facial expression can modify a message.

TRUE

FALSE

12. What is Active Listening?

The process of paying attention at the beginning of the conversation only.

The process of paying close attention and responding like you understood.

The process of interrupting the speaker every 60 seconds to announce you are actively listening.

13. After the interview, I should send a _____ letter to show my appreciation for the interview and further highlight my skills and interest in the position.

14. Teamwork, leadership, attention to detail, and critical thinking are all what type of skill?

Professional skills

Babysitting skills

Transferable skills

15. Which method should you use when answering behavioral interview questions?

The ABC Method

SAR Method

The SAT Method