

# Career Portals

## Sample Assessment Questions

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## 25 Recall/Reproduction Assessment Questions

1. What is an apprentice?
  - a. A person who helps someone else
  - b. An important assistant who helps the person who is the leader of a government or organization
  - c. A person who learns a job or skill by working for a fixed period of time for someone who is very good at that job or skill
  - d. Something that is joined or added to another thing but is not an essential part of it
2. What items might you find on a résumé?
  - a. Contact information, work history and education
  - b. Contact information, personal goals and personal information
  - c. Contact information, work history and report card grades
  - d. Contact information, awards and personal information
3. What kind of questions is an interviewer not allowed to ask?
  - a. Questions related to work history
  - b. Questions related to gender, race, age, color, religion, national origin, birthplace, disability or marital/family status
  - c. Questions you regard as private and personal
  - d. All questions are up for discussion during an interview
4. What are the best types of colors to wear during an interview?
  - a. Pastel colors
  - b. Bright colors
  - c. Patterned prints
  - d. Neutral or dark colors
5. Which of the following careers would be included in the Education and Training career cluster?
  - a. Cosmetologist
  - b. Travel agent
  - c. Principal
  - d. Chef
6. Which of the following careers would be included in the Hospitality and Tourism career cluster?
  - a. School psychologist
  - b. Lodging supervisor
  - c. Principal
  - d. Nanny
7. Which of the following careers would be included in the Human Services career cluster?
  - a. Marriage and family therapist
  - b. Museum conservator
  - c. Early childhood specialist
  - d. a and c

8. What is a career cluster?
  - a. A grouping of occupations and broad industries based on commonalities
  - b. A grouping of careers one is interested in
  - c. A grouping of careers one has pursued
  - d. A grouping of occupations one is best suited for
  
9. What is a résumé?
  - a. A description of your goals and objectives for obtaining a job
  - b. A brief summary of your personal, educational and professional qualifications and experiences
  - c. A letter given to a hiring manager explaining why you are interested in a specific position
  - d. A follow-up letter thanking the hiring manager for the interview
  
10. What is a career pathway?
  - a. A series of occupations and broad industries based on commonalities
  - b. A series of careers one is interested in
  - c. A series of articulated educational and training programs that prepare students for the workplace
  - d. A series of occupations one is best suited for
  
11. What is career and college readiness?
  - a. To choose the career or college prior to graduation from high school
  - b. To be prepared for life in the dormitory
  - c. To be prepared for a future career or college after high school
  - d. To be prepared for a summer job and/or summer college courses
  
12. How can you be career and college ready?
  - a. Create a four to six year plan
  - b. Take rigorous courses
  - c. Participate in extracurricular activities
  - d. All of the above
  
13. What is a career portfolio?
  - a. A visual representation of your abilities, skills, capabilities, knowledge and qualities
  - b. A folder containing samples of your work from high school
  - c. An electronic document containing your résumé and recommendation letters
  - d. A brief summary of your personal, educational and professional qualifications and experiences
  
14. Which of the following are found in a career portfolio?
  - a. Samples of professional work
  - b. Résumé, recommendation letters and reference letters
  - c. Awards and leadership samples
  - d. All of the above
  
15. What are the types of credit?
  - a. Debit and department store
  - b. Single payment, installment and revolving
  - c. Emergency and situational
  - d. Medical and situational

16. How can an individual establish credit?
- Make regular, timely monthly payments
  - Open a checking account
  - Open a credit card with a department store
  - All of the above
17. What is service learning?
- Serving others without expecting anything in return
  - Serving those less fortunate for volunteer hours to fulfill graduation requirements
  - Method of teaching and learning through hands-on activities
  - Learning through hands-on classroom activities
18. Which of the following is an example of service learning?
- Covering a friend's shift at work because they are ill
  - Donating money to a local charity
  - Volunteering at a battered women's shelter
  - Helping your family paint the house during Spring Break
19. Which of the following is an example of an extra-curricular activity?
- Participation in FCCLA
  - Walking your neighbor's dog
  - Babysitting your sibling
  - Watching the class pet
20. What is a CTSO?
- Career and Technology Student Organization
  - Career and Technical Student Organization
  - Career and Technology Sheriff's Office
  - Caring, Telling and Sharing with Others
21. What is identity theft?
- One of Melissa McCarthy's best films
  - When a person is struggling with multiple personalities
  - Fraudulent access and use of someone's personal and private information for financial gain
  - The act of committing insurance fraud
22. Which of the following is a free credit reporting agency?
- FTC
  - FreeCreditScore.com
  - MyFico.com
  - Equifax
23. How often should you check your credit score?
- At least once per week
  - At least once per month
  - At least once per year
  - At least twice per year

24. Which of the following is a type of bank account?
- a. Joint
  - b. Free-standing
  - c. Solitary
  - d. Communal
25. Which of the following is needed to open a bank account?
- a. Identification, proof of utilities and a co-signer
  - b. Identification, proof of residency and money to deposit into account
  - c. Identification, co-signer and money to deposit into the account
  - d. Identification, proof of utilities and a new account application

## Recall/Reproduction Assessment Key

1. c
2. a
3. b
4. d
5. c
6. b
7. a
8. a
9. b
10. c
11. c
12. d
13. a
14. d
15. b
16. d
17. c
18. c
19. a
20. b
21. c
22. d
23. c
24. a
25. b

## 25 Skill/Concept Assessment Questions

1. What is the difference between a job and a career?
  - a. A job is activity where an individual can earn money and a career is a life-long pursuit of one's goals
  - b. A job is a life-long pursuit of one's goals and a career is activity where an individual can earn money
  - c. A job is something you do long-term and a career is something you do temporarily
  - d. A job is something you do after school to earn money and a career is something you do when you graduate college
  
2. What do a person's clothes say about their interview preparation?
  - a. It shows the level of preparation and dedication to the job interview
  - b. It shows how seriously you take the interview
  - c. It shows if you care about the position being offered
  - d. All of the above.
  
3. All of the following are provided on a résumé except:
  - a. contact information
  - b. gender
  - c. professional skills
  - d. work history
  
4. Which of the following information is not included on a cover letter?
  - a. How you found out about the position
  - b. Why you are interested in the job
  - c. Why another candidate should not be chosen for the job
  - d. How and when the hiring manager can contact you
  
5. What information does a thank you letter include?
  - a. Contact information
  - b. Gender
  - c. Professional skills
  - d. Work history
  
6. Why do people save money?
  - a. Emergency situations
  - b. Vacations
  - c. Retirement
  - d. All of the above
  
7. Personal success :
  - a. is always related to one's career
  - b. varies from person to person
  - c. is never related to one's career
  - d. is based on what others think of you

8. What is a career prep course?
  - a. A course that prepares you for college
  - b. A course that prepares you for college entrance exams
  - c. A course that prepares you for a career after high school
  - d. A course that prepares you for an after school job
  
9. Which of the following might you do in a practicum course?
  - a. Work as an apprentice to learn a specific trade
  - b. Volunteer at a local hospital
  - c. Work in a paid position for course credit
  - d. Work as an aide in the front office of the school
  
10. How can you prevent identity theft?
  - a. Monitor credit score regularly
  - b. Practice safe Internet usage
  - c. Destroy unnecessary paper financial records
  - d. All of the above
  
11. Which is an effect of identity theft?
  - a. Financial stress
  - b. Negative credit score
  - c. Emotional stress
  - d. All of the above
  
12. Which of the following would not serve as a good professional reference?
  - a. Family member
  - b. Teacher or coach
  - c. Co-worker or supervisor
  - d. All of the above
  
13. Career and Technical Education (CTE) provides students with:
  - a. hands-on experience, career specific skills and certifications upon graduation
  - b. career specific skills, core workplace competencies and fundamental skills
  - c. hands-on experience, two-three college transfer credits and certifications upon graduation
  - d. fundamental skills, hands-on experience and career specific skills
  
14. Careers within the Human Services career cluster require:
  - a. specific certification and licensure
  - b. a degree in human relations or related field of study
  - c. excellent communication and people skills
  - d. students to have access to the lab setting at least 40 percent of the classroom instruction time
  
15. Creating a personal budget is useful because:
  - a. it helps individuals keep track of their finances
  - b. the bank is known to make errors on financial records
  - c. it does not matter if you have a budget if you use online banking to view from your smartphone
  - d. it allows the credit lender to easily check your assets

16. Which of the following is a website that provides information on careers, including salary, benefits and number of workers in the field?
- Google
  - Twitter
  - Bureau of Labor and Statistics
  - O\*Net
17. Career investigation requires students to:
- research, ask questions and explore a specific career
  - job shadow individuals within a specific career
  - take part in a job internship
  - participate in the practicum course
18. Which is one of the fastest growing crimes in the United States?
- Murder
  - Hit-and-run accidents
  - Cyber bullying
  - Identity theft
19. Which of the following is a way to protect yourself from online identity theft?
- Providing your personal information online
  - Posting pictures of your credit card on Instagram
  - Storing your credit card information online
  - Never sharing personal information over the Internet
20. CTSOs offer students the ability to network, gain leadership and communication skills, participate in service learning and:
- add something new to their résumé
  - gain professional references
  - are a reason to put off doing homework
  - are not important organizations to join
21. Which is an example of post-secondary education?
- Technical college
  - University
  - On-the-job training
  - All of the above
22. Career pathways are intended to:
- prepare students for industry certification upon high school graduation
  - provide students with rigorous courses with content specific information related to a particular career(s) of interest
  - prepare students for the workplace environment
  - provide students with hands-on learning experience to add to a professional resume
23. An example of an ethical situation would be:
- taking an exam
  - driving a sibling to soccer practice
  - finding a \$100.00 bill on the ground at the park and deciding what to do with it
  - arriving on time to tutorials

24. In order to have personal and professional success you must have ethics, integrity, dedication and \_\_\_\_\_.
- perseverance
  - time
  - resources
  - money
25. Which of the following is a question the job seeker could ask during an interview?
- What are your long-term goals?
  - What nationality are you?
  - How many children do you have?
  - Are you a Christian?

## Skills/Concepts Assessment Key

1. a
2. d
3. b
4. c
5. a
6. d
7. b
8. c
9. c
10. d
11. d
12. a
13. b
14. c
15. a
16. c
17. a
18. d
19. d
20. b
21. d
22. b
23. c
24. a
25. a

## 25 Strategic Thinking Assessment Questions

1. Which is a benefit of purchasing products and services with credit?
  - a. Convenience
  - b. Finance charges
  - c. Interest payments
  - d. Possibility of identity theft
  
2. What resources would you use to create a digital portfolio?
  - a. Computer, flash drive and a printer
  - b. Computer, folio pad and a printer
  - c. Computer, Internet access and a scanner
  - d. Computer, Internet access and a printer
  
3. How do you create a digital portfolio?
  - a. Use paper materials to create a professionally bound presentation notebook
  - b. Find a portfolio on the Internet and change the information on it that does not pertain to you and the career you are interested in
  - c. Find examples of work online that are similar to yours and insert it into your document
  - d. Scan examples of your professional work and place into a document or presentation that highlights you and what you have to offer a company or business
  
4. How do a teacher, principal, counselor and coach work together to create a cohesive educational system for their students?
  - a. Each person must communicate regularly to provide each student with a positive, warm learning environment
  - b. Coaches must tell teachers when games are scheduled so student athletes are not overwhelmed before a game
  - c. Principals must constantly observe teachers to ensure they are teaching the proper TEKS
  - d. Counselors must work closely with teachers to ensure students are being treated fairly
  
5. How do the busser, wait staff and manager work together to provide customers with outstanding customer service in an eating establishment?
  - a. The manager must know each job duty and responsibility in case someone is absent from work
  - b. The wait staff must know who their busser is so they can tell the manager if the table was cleaned properly or not
  - c. Bussers work directly under the manager and must be aware of all operational procedures
  - d. Each person must work together in a positive manner to ensure the customer has a clean, sanitary place to eat, is greeted timely and served the correct meals
  
6. How do the following careers of cosmetologist, receptionist and manicurist, work together to provide customers with outstanding customer service?
  - a. The receptionist makes appointments for the cosmetologist with the manicurist to ensure each worker looks their best for each client
  - b. The receptionist must have a working relationship with the cosmetologist and manicurist to ensure appointment times are correctly recorded according to their work schedules, client preferences and clients who may want both services
  - c. The receptionist makes appointments for the manicurist with the cosmetologist to ensure each worker looks their best for each client
  - d. Each person must know each job duty and responsibility in case someone is absent from work

7. When purchasing items online, you can avoid identity theft by:
  - a. only using secure websites and internet access points
  - b. not storing credit card information
  - c. checking credit scores regularly
  - d. all of the above
  
8. Sara and her brother Nick, work different shifts at Culver's. Sara needs a reference for a second job she is considering. Who should she ask?
  - a. Her shift manager
  - b. The district manager
  - c. Her brother
  - d. Her friend Kylee
  
9. Which of the following is an appropriate item to include in a career portfolio?
  - a. A copy of a school transcript
  - b. A copy of a résumé
  - c. A sample of desktop publishing work created
  - d. All of the above
  
10. Career clusters are designed for students to:
  - a. gain social and professional skills necessary for the workplace
  - b. begin working on a career pathway that will provide them with career specific knowledge and skills
  - c. gain hands-on learning experiences for the workplace
  - d. prepare for college by studying for college entrance exams
  
11. Kara wants to apply for a position as a receptionist during the summer after high school graduation. She does not have professional clothing on hand and does not have the funds to purchase new clothes. What should she do?
  - a. Purchase clothes for the interview, hiding the tags inside the garment, then return the clothes afterwards for a full refund
  - b. Wear the best pair of jeans and nicest shirt she has
  - c. Borrow clothes from a parent, friend, relative or teacher
  - d. Decline the interview and look for a different job until she can afford the proper interview attire
  
12. What are the advantages of career planning during middle or high school?
  - a. Students can plan out their future and make life-long plans
  - b. Students can gain career specific knowledge and skills before graduation and determine if they are really interested in that career choice
  - c. Students can begin preparing for a long life of work
  - d. Students can try out several different careers before picking just one for the remainder of their lives
  
13. Three main factors that influence future job opportunities are:
  - a. population, labor force, and demand for goods and services
  - b. demand for goods and services, age of population and family size
  - c. age of population, software innovations and gender
  - d. gender, labor force and supply and demand for goods and services

14. The primary purpose of a cover letter is to:
  - a. convince the hiring manager to hire the applicant for the position
  - b. persuade the hiring manager that the applicant is a person to interview
  - c. inform the hiring manager of the name and qualifications of the applicant
  - d. inform the hiring manager of everything the applicant has accomplished
  
15. Your friend has a job interview tomorrow and wants to do well. Which statement would be good advice to give your friend?
  - a. Avoid eye contact so you do not appear too aggressive
  - b. Walk in with your shoulders slouched
  - c. Immediately shake the hiring manager's hand and sit down
  - d. Bring your career portfolio and anything else requested by the hiring manager
  
16. In preparation for a job interview, Ray researched the company, wrote down questions he had about the company and the position, tried on his entire interview outfit and practiced driving to the interview location. What step did Ray leave out?
  - a. Sending a follow-up letter to the hiring manager
  - b. Practicing potential interview questions
  - c. Scheduling another follow-up interview
  - d. Taking a professional photograph of himself to be included in the portfolio
  
17. Which is a trait of a successful worker?
  - a. Self-knowledge, tardiness and competitiveness
  - b. Flexibility, interpersonal skills and laziness
  - c. Leadership, self-confidence and high intelligence
  - d. Communication skills, teamwork and initiative
  
18. Kelsey wants to participate in extracurricular activities to enhance her college application. Which of the following would be a good choice for Kelsey?
  - a. Signing up for culinary arts in high school
  - b. Joining the cheer squad
  - c. Volunteering at the local library reading to children
  - d. Volunteering to help grade papers during class for her teacher
  
19. Casey is contemplating moving to a new place. He is not sure if he wants to rent an apartment or buy a house. What advice would you give him?
  - a. Renting an apartment is the better idea because at the end of his contract, he will own his apartment.
  - b. Owning a home is the better choice because most home owners associations provide yard care for free, thus decreasing his expenses.
  - c. If he chooses to own his own home he can paint the home or make changes to the property without asking a landlord's permission.
  - d. If he chooses to rent an apartment, the price will never change.
  
20. Becky's mother works as a diagnostician. Which career cluster does this career fit into?
  - a. Education and Training
  - b. Hospitality and Tourism
  - c. Human Services
  - d. None of the above

21. Joe has a job interview scheduled for 10:00 a.m. on Friday morning, and it is 30 minutes away from his house. Which of the following would best prepare Joe to be on time for his job interview?
- Joe should utilize Google maps on the day of his job interview
  - Joe should leave his house early and take a chance on being on time
  - Joe should take a practice drive earlier in the week about the same time
  - Joe should reschedule the job interview for a more suitable time
22. Which of the following is not a good way to prepare for a career?
- Taking classes relevant to your intended career
  - Experiencing your career choice first hand with an internship
  - Take a career assessment test to get information on the occupation you are interested in
  - Skip class to hang out with friends
23. Chris is having trouble trying to decide on which career pathway to pursue, so he asked his friend Michael to suggest a way to look for more information. Michael should suggest:
- for Chris to research different career pathways online, by asking teachers and counselors or conducting interviews with professionals in specific careers
  - that Chris just choose a pathway and then if he doesn't like it, he can always change his mind
  - Chris choose his career pathway
  - he should ask his parents for advice
24. Jake is in the middle of an interview and is unsure of how to answer the hiring manager's question. He should:
- ignore the question
  - ask the hiring manager to rephrase the question
  - tell the hiring manager he does not know the answer to the question
  - tell the hiring manager he does not like the question
25. Mary needs to purchase a new vehicle. She also has bad credit and cannot get approved for a new car loan. What are some ways she can improve her credit score?
- She can pay off any debits
  - She can monitor her credit score
  - She can open a checking account or department store card and make regular payments
  - All of the above.

## Strategic Thinking Assessment Key

1. a
2. c
3. d
4. a
5. d
6. b
7. d
8. a
9. d
10. b
11. c
12. b
13. a
14. b
15. d
16. b
17. d
18. c
19. c
20. a
21. c
22. d
23. a
24. b
25. d

## 25 Extended Thinking Assessments

1. Select a career in the field of Education and Training. Determine educational needs, required skills and five employment tasks of the selected career. Create an informational tri-fold brochure with the information gathered.
2. Compile resources students can use to find more information on careers within the Education and Training, Hospitality and Tourism, and Human Services career clusters. Include print, online, community and school resources. This could be compiled into a notebook or electronically.
3. Create a portfolio; include a cover letter, résumé and samples of your work.
4. Job shadow a professional in the Hospitality and Tourism industry. Keep a journal of the daily duties and responsibilities of the professional. Include your thoughts and feelings while job shadowing the professional.
5. Interview an individual who has experienced identity theft. Formulate at least ten questions to ask, including how the identity theft occurred and how they are now planning to prevent identity theft in the future.
6. Select a career in the field of Human Services. Determine educational needs, required skills and five employment tasks of the selected career. Create an informational trifold brochure with the information gathered.
7. Create a fashion show of what to wear and what not to wear on a job interview. Include at least five clothing examples for both men and women for each category.
8. Create a how-to graphic media, such as Prezi, Glogster or Animoto or make a poster depending on the resources of your school, on how to reconcile financial records.
9. Compare and contrast attending a technical school, a two-year college and a four-year university using graphic media, such as Prezi, Glogster or Animoto, or make a poster depending on the resources of your school.
10. Create a five minute informational video about the do's and don'ts of preparing for a job interview. Post the video to your teacher's webpage, the school's webpage or social media to engage other students in an online discussion about job interviews.
11. Create a YouTube™ channel with a minimum of five videos™ about one of the following topics: career investigation, career development, job interviews or credit safety.
12. Join an extracurricular club or organization and participate in one event hosted by the organization. Prepare a written discussion response about how the organization can help prepare you for a career.
13. Prepare a career research paper on a career within the Education and Training, Hospitality and Tourism, or Human Services career cluster. Include job duties and responsibilities, salary, benefits, educational requirements and job outlook for the career.

14. Interview someone who has overcome adversity. Prepare to ask at least ten questions, including how they define personal success, the type of adversity and advice they would give to young people facing obstacles.
15. Imagine you have a credit card with a balance of \$1,498.57 and an annual interest rate 17%. If you pay the minimum payment of \$40.00 ~~per month~~, each month, how long will it take you to pay off the balance in full?
16. Participate as an interviewee in a mock interview. Prepare a written discussion response detailing how you prepared for the interview, questions the interviewer asked, how you responded during the interview and what you can do to improve your interview skills for future interviews.
17. Organize and participate in a service learning activity that benefits a need in your school or community.
18. Prepare a three-month budget for a single mother with three children (ages 4, 8, 12) and a salary of \$45,000.00. The budget must include at least housing, transportation, food, utilities, entertainment, savings, medical costs and child care.
19. Imagine you are a manager of a local restaurant. A guest calls the day after dining and complains that the server added an extra \$5.00 to the tip the guest left. Write your plan of action on how to address this issue?
20. Design a website (home page only, or make a poster depending on the resources of your school) about the pros and cons of using credit cards.
21. Create a social media account, such as Twitter or Tumbler, and start an online discussion about career and college readiness. Include probing questions such as: "Do you (or did you) feel like your classes prepared you for college or a career after graduation?"
22. Create a blog with a minimum of five posts chronicling the daily duties and responsibilities of someone working in the Human Services career cluster.
23. Compare and contrast the pros and cons of purchasing a new and used vehicle. Include price, miles per gallon, warranty and depreciation value.
24. Select a career in the field of Hospitality and Tourism. Determine the educational needs, required skills and five employment tasks of the selected career. Create an informational tri-fold brochure with the information gathered.
25. Create a multimedia presentation on the topic of identity theft.

## Extended Thinking Assessment Key

1 – 14 Student responses will vary

$$\begin{aligned} 15. (1,498.57-(12 \times 40))(1.17) &= 1,191.73 && = \text{balance after year 1} \\ (1,191.73-(12 \times 40))(1.17) &= 832.72 && = \text{balance after year 2} \\ (832.72-(12 \times 40))(1.17) &= 412.68 && = \text{balance after year 3} \end{aligned}$$

The balance will be paid off in 3 years and 11 months.

16 – 25 Student responses will vary