***Career Directions, 7e* (Yena)**

**Chapter 1 Connecting to Today's Workplace**

1) The state of the economy is not an important factor to consider in career planning.

Answer: FALSE

Explanation: Downswings in the economy can have consequences that are very important to consider in career planning.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Apply

Accessibility: Keyboard Navigation

2) In tough economic times, people are less likely to return to school.

Answer: FALSE

Explanation: When unemployment is high, such as during a bad economy, many return to school or retrain.

Difficulty: 1 Easy

Topic: Education and the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

3) A diverse and inclusive workforce has distinct advantages.

Answer: TRUE

Explanation: Working in teams with different backgrounds and experiences bring different views that are important to enhancing individual and company performance.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

4) The four key areas you should focus on to prioritize your online job search efforts are image and reputation, job search documents, your skills, and striving for quality over quantity.

Answer: TRUE

Explanation: Image and reputation, job search documents, your skills, and striving for quality over quantity are all the hallmarks of a successful job applicant.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

5) In a job search, and in the workplace, face-to-face connections are no longer important.

Answer: FALSE

Explanation: Today there is renewed importance in the role face-to-face connections play in helping you to distinguish yourself in the job market and in the workplace.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

6) If you develop the right mindset, you can be successful under most circumstances.

Answer: TRUE

Explanation: Develop the mindset of seeing challenges instead as opportunities for growth.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Apply

Accessibility: Keyboard Navigation

7) Age diversity at work is the inclusion of employees of all age groups in the workplace.

Answer: TRUE

Explanation: Age diversity is the inclusion of all employees of all age groups in the workplace.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

8) Different age groups have similar attitudes toward the workplace.

Answer: FALSE

Explanation: Different age groups may have different attitudes toward their work environment.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

9) Women are more likely than men to voluntarily stop working.

Answer: TRUE

Explanation: A survey of U.S. college graduates showed that 37% of women voluntarily stopped working at some point during their career as opposed to 24% of men.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

10) Each generation of workers likely has a different definition of success based on the values they bring to the workplace.

Answer: TRUE

Explanation: Each generation has a different definition of success based on the value they place on family, work, personal fulfillment, and the use of technology.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

11) Entrepreneurs don't need to have a strong knowledge base of their field of interest to be successful.

Answer: FALSE

Explanation: Entrepreneurs must have a strong knowledge base of the field, because they are now the organization all on their own.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

12) Social and professional networks have not had an impact on the workplace.

Answer: FALSE

Explanation: The growth of social media in the last 10 years has reinvented career management and how we connect in the workplace.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

13) Social and professional networks have become useful tools for employers in recruiting and screening job applicants.

Answer: TRUE

Explanation: LinkedIn dominates the world of job search and recruitment. In fact, according to an annual survey, 92% of recruiters use social media to find qualified candidates.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

14) Transferable skills refer to those skills that enable entrants to use the basic knowledge acquired in school to perform in the workplace.

Answer: TRUE

Explanation: Transferable skills refer to those skills, acquired in a variety of settings, to new or different workplace settings.

Difficulty: 2 Medium

Topic: Workplace know-how and 21st century skills

Learning Objective: 01-02 List the 21st century skills employers consider critical to career success

Bloom's: Analyze

Accessibility: Keyboard Navigation

15) In the 21st-century skills movement, skills and knowledge are inseparable components of career success.

Answer: TRUE

Explanation: Employers cited knowledge, applied skills and emerging content areas as necessary for graduates to succeed in the workplace.

Difficulty: 1 Easy

Topic: Workplace know-how and 21st century skills

Learning Objective: 01-02 List the 21st century skills employers consider critical to career success

Bloom's: Remember

Accessibility: Keyboard Navigation

16) In an unstable economic environment, it is no longer true that the more education you possess, the greater your earnings will be.

Answer: FALSE

Explanation: The value of a college degree holds strong through fluctuations in the economy. Individuals with a degree both make more money over a lifetime and are more likely to be employed.

Difficulty: 2 Medium

Topic: Education and the workplace

Learning Objective: 01-03 Recognize the value of your education in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

17) Which of the following represents a trend that is not reshaping the world of work?

A) Economic changes

B) An aging population

C) Technological advances

D) Fluctuations in immigration

Answer: D

Explanation: The economy, an aging population and technology are all shaping the workplace.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace; Jobs and The Economy; Social Media

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Evaluate

Accessibility: Keyboard Navigation

18) In addition to social media, employers have increased their use of:

A) trade publications.

B) resume boards and job boards.

C) newspaper advertisements.

D) Monster.com.

Answer: B

Explanation: These are all strategies being utilized by today's employers.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

19) In tough economic times which of the following is likely to happen?

A) Jobs in credit counselling increase

B) People go out more

C) More homes are sold

D) Jobs in tourism increase

Answer: A

Explanation: Financial markets grow and create jobs. During a market crisis, credit counselors are in greater demand to help people manage debt, and financial counselors help people create a plan to avoid foreclosure.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

20) A sign of status for an older worker is likely to be:

A) an open work space.

B) a corner office.

C) an informal meeting at an offsite location.

D) a personal laptop computer.

Answer: B

Explanation: Older workers may see the corner office as a sign of status.

Difficulty: 1 Easy

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

21) Workplace networks that support advancement for women are important because:

A) women are less qualified overall.

B) networks are a popular trend.

C) more men than women are retiring from the workforce.

D) gender gaps remain in upper management for women.

Answer: D

Explanation: There are still gender gaps in mid- and upper-level management in many companies.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

22) As corporations downsize and demand increases for customized services to meet the needs of diverse populations, what types of careers are most likely to grow?

A) Manufacturing careers

B) Entrepreneurial careers

C) Secretarial careers

D) Social services careers

Answer: B

Explanation: Entrepreneurial careers are expected to grow as large corporations downsize and demand increases for more customized services to meet the needs of diverse populations.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

23) The following is an external challenge for individuals who own their own businesses:

A) hiring and training employees.

B) managing cash flow.

C) supporting product development.

D) financing and government regulations.

Answer: D

Explanation: External challenges include finding their own financing and navigating changes in government regulations on their own.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

24) Which of the following is not good advice for starting your own business?

A) Be in touch with new opportunities

B) Focus on something that you have never done before

C) Create value for your product

D) Set modest goals and be patient

Answer: B

Explanation: The advice given is to set modest goals and be patient, be open to new opportunities, and create value for your product.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

25) Which of the following is not listed as one of the top four skills identified in the Partnership for 21st Century Skills survey?

A) Teamwork and Collaboration

B) Critical Thinking and Problem Solving

C) Flexibility

D) Professionalism and Work Ethic

Answer: C

Explanation: Employers ranked the four skills most important as: professionalism and work ethic; oral and written communications; teamwork and collaboration; critical thinking and problem solving.

Difficulty: 3 Hard

Topic: Workplace know-how and 21st century skills

Learning Objective: 01-02 List the 21st century skills employers consider critical to career success

Bloom's: Evaluate

Accessibility: Keyboard Navigation

26) College graduates have a much lower unemployment rate than the nation as a whole; in fact, in January 2017, the unemployment rate for college graduates with a Bachelor's degree was?

A) 4.8%

B) 2.5%

C) 1.3%

D) 3.7%

Answer: B

Explanation: This low unemployment rate demonstrates how the value of a college degree hold strong despite fluctuations in the economy.

Difficulty: 2 Medium

Topic: Education and the workplace

Learning Objective: 01-03 Recognize the value of your education in the workplace

Bloom's: Remember

Accessibility: Keyboard Navigation

27) When networking face-to-face, what are some of the intangible qualities you project that would not be evident online?

Answer: Social skills, body language, one on one communication skills, listening skills, high energy level positive attitude, genuineness and personal appearance all leave impressions that can only be captured in person.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

28) Compare the impact of an unhealthy financial market vs. a healthy financial market on job growth.

Answer: Depends on the nature of the job. While during a housing crisis, people do not build or buy homes, there will be some employees, such as financial counselors who will benefit from the turn of events.

Difficulty: 3 Hard

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

29) List three factors that contribute to a healthy economy.

Answer: Factors like globalization, technology, and outsourcing should be referenced.

Difficulty: 3 Hard

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

30) Why is it important for individuals to monitor economic trends?

Answer: Economic trends impact the workplace and can be used to adjust one's career plan.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Apply

Accessibility: Keyboard Navigation

31) Describe two advantages of a diverse workforce.

Answer: People of diverse backgrounds bring different views on problem solving and team building, and they will have different training.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Apply

Accessibility: Keyboard Navigation

32) What benefits do older workers bring to the workplace?

Answer: Older workers bring a historical perspective on traditional workplace issues.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

33) Why is it beneficial for companies to create formal and informal networking opportunities for their employees?

Answer: It creates better communication channels between employees, as well as the sense of community that may contribute to employees staying longer at a job.

Difficulty: 3 Hard

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

34) What benefits do younger workers bring to the workplace?

Answer: Younger workers bring an understanding of the modern market and are better able to identify and apply technological solutions to problems. They also may be more flexible in considering multiple viewpoints and solutions to business problems.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Understand

Accessibility: Keyboard Navigation

35) Why do many companies tend to focus on career advancement for women?

Answer: To support the growth and retention of talented women in a company and to minimize gender gaps in upper management positions.

Difficulty: 3 Hard

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

36) Why should employers be concerned about the retirement of baby boomers?

Answer: Loss of talent and knowledge.

Difficulty: 2 Medium

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

37) Younger workers and older workers are motivated to own and operate their own businesses for different reasons. What are these reasons?

Answer: Younger workers are more motivated to own their own business to achieve work-life balance and to contribute to their communities. Older workers tend to choose starting a business as an alternate career path after accumulating years of experience and financial resources to achieve increased career and personal satisfaction.

Difficulty: 3 Hard

Topic: Trends affecting you in the workplace

Learning Objective: 01-01 Identify how trends affect you in the workplace

Bloom's: Analyze

Accessibility: Keyboard Navigation

38) Give an example of why the relationship between employers and education is an important one.

Answer: Companies need graduates with necessary skills to remain competitive as a business and so that they, as employees, can make positive contributions to the workplace.

Difficulty: 2 Medium

Topic: Workplace know-how and 21st century skills

Learning Objective: 01-02 List the 21st century skills employers consider critical to career success

Bloom's: Apply

Accessibility: Keyboard Navigation

39) Where are transferable skills acquired?

Answer: School, on the job, life experiences.

Difficulty: 2 Medium

Topic: Workplace know-how and 21st century skills

Learning Objective: 01-02 List the 21st century skills employers consider critical to career success

Bloom's: Understand

Accessibility: Keyboard Navigation

40) Name two ways that you can keep your skills current.

Answer: Answer should reference formal or informal educational opportunities such as workshops, professional associations, seminars, trainings, online learning tools.

Difficulty: 2 Medium

Topic: Education and the workplace

Learning Objective: 01-03 Recognize the value of your education in the workplace

Bloom's: Apply

Accessibility: Keyboard Navigation