

## WORK AND CAREER READINESS ASSESSMENT

**Section One:** Circle the answer or answers that best apply to the question:

1. Interests are things people \_\_\_\_\_.
 

a. do well	c. keep to themselves
b. have a natural ability for	<b>d. like to do</b>
2. Which one of the following is one of the four STEM career categories?
 

a. specialist	c. geography
b. medical	<b>d. engineering</b>
3. What are the four career types?
 

<b>a. people, data, things, ideas</b>	c. skills, interests, mechanics, science
b. electronics, medicine, computers, school	d. things, technology, science, engineering
4. Choose the **two** soft skills.
 

<b>a. teamwork</b>	c. interest
<b>b. punctuality</b>	d. computer programming

**Section Two:** True or false?

5. It is important to find a career that you are both interested in and good at doing. **T** F
6. An applicant is a person who employs people. T **F**
7. When most people apply for jobs, they call the business and ask for the manager. T **F**
8. A job interview is one of the best ways a person can demonstrate to an employer that he or she is the best person for a job. **T** F

**WORK AND CAREER READINESS ASSESSMENT (cont.)****Section Three:** Fill in the blanks

9. One of the most important things a person can do to prepare for an interview is to **anticipate questions and practice answering them**.
10. When most people apply for jobs, they are required to complete a **job application**.
11. A key component of a job interview is the **handshake**, which is a good way to begin and end an interview.
12. Employers want to hire employees who **possible answers: have good soft skills, show teamwork, arrive on time, dress neatly, behave their best at work**.
13. The following careers would be classified as **people** jobs: counselor, day care provider, salesperson, teacher, psychologist.
14. The following careers would be classified as **things** jobs: carpenter, firefighter, locksmith, plumber, chemist.
15. The following careers would be classified as **ideas** jobs: detective, fashion designer, inventor, biomedical engineer.
16. The following careers would be classified as **data** jobs: accountant, bank teller, computer programmer, website developer.