

Module 00108–15 Exam Basic Employability Skills

Trainee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date: \_\_\_\_\_

**MULTIPLE CHOICE.** Choose the one alternative that best completes the statement or answers the question.

1. A company's documented philosophy is called its \_\_\_\_\_.
  - a. business plan
  - b. administrative structure
  - c. organizational structure
  - d. mission statement
  
2. The time to learn about a potential employer is \_\_\_\_\_.
  - a. before the application is submitted
  - b. before the interview
  - c. during the interview
  - d. during the first week of employment
  
3. When preparing a resume, you should \_\_\_\_\_.
  - a. use a font that is very creative and expressive
  - b. format the information chronologically
  - c. avoid any use of bulleted lists
  - d. not mention any certifications until an interview begins
  
4. During a job search, it is a good practice to \_\_\_\_\_.
  - a. apply for positions that require less skill to better your chances
  - b. apply for positions that require greater skills to show your potential
  - c. avoid any jobs that will likely require additional learning
  - d. look for jobs that match your skills and experience
  
5. Before employment begins, candidates for construction jobs must often \_\_\_\_\_.
  - a. pass a rescuer's and first aid test
  - b. take and pass a drug test
  - c. pass a driving test
  - d. be capable of lifting their own weight
  
6. Most employers advertise job openings \_\_\_\_\_.
  - a. in the local newspaper only
  - b. at the front desk
  - c. on the Internet
  - d. directly on the organizational chart
  
7. Critical thinking is the process of \_\_\_\_\_.
  - a. evaluating information, then reaching a conclusion or making a decision
  - b. searching for jobs, then applying and interviewing
  - c. distrusting new ideas
  - d. evaluating the need, then developing business

8. You will never stop learning better ways to solve problems if you are open to \_\_\_\_\_.  
a. overtime  
b. promotion  
c. change  
d. evaluation
9. When a problem-solving team includes a closed-minded person, that individual is one who \_\_\_\_\_.  
a. does not get along well with others  
b. lacks work ethics  
c. tries to sabotage the project  
d. distrusts any new ideas and resists change
10. The first step to solving a problem is to \_\_\_\_\_.  
a. find a solution  
b. define it  
c. ask for help  
d. have a plan
11. If you see a potential source of delay on a project, \_\_\_\_\_.  
a. ask a co-worker to determine the problem  
b. stop working on your task until the problem is solved  
c. notify your supervisor immediately  
d. monitor the problem until it reaches an urgent stage
12. A common problem on the job site that contributes to delays is \_\_\_\_\_.  
a. closed-mindedness  
b. fear of change  
c. absenteeism  
d. personality conflicts
13. The way you speak, act, and interact with others is referred to as your \_\_\_\_\_.  
a. work ethic  
b. fear of change  
c. professionalism  
d. self-presentation skills
14. Being dependable means \_\_\_\_\_.  
a. showing up for work on time, every day  
b. reporting co-workers who stretch out lunch hours and breaks  
c. leaving work early once you've finished a task  
d. finishing tasks no earlier than their scheduled date
15. Conflict resolution is considered to be a(n) \_\_\_\_\_.  
a. important relationship skill  
b. sign of a good welder  
c. unacceptable in the workplace  
d. sign of weakness

16. To resolve a conflict with a co-worker, it is best to \_\_\_\_\_.  
a. immediately tell your supervisor  
b. first admit there is a conflict  
c. ignore it  
d. think about it for a while
17. It is not professional to offer constructive criticism if you \_\_\_\_\_.  
a. do not know the other person  
b. cannot get along with the other person  
c. cannot suggest an alternative method  
d. give an opinion
18. A worker is verbally abusing another worker consistently, sometimes physically, and there is an imbalance of power between the two. This likely falls into the category of \_\_\_\_\_.  
a. racism  
b. age discrimination  
c. sexual harassment  
d. bullying
19. Working with others to meet common goals is an example of \_\_\_\_\_.  
a. teamwork  
b. technical skills  
c. critical thinking  
d. behavioral skills
20. Being self-confident and an effective communicator are signs that a worker may be a(n) \_\_\_\_\_.  
a. bully  
b. leader  
c. ineffective craftworker  
d. undependable

## Answer Key

Testname: M08\_00108-15

1. d  
Page Ref: Sec. Ref. 1.1.0  
Objective: 1a
2. a  
Page Ref: Sec. Ref. 1.1.0  
Objective: 1a
3. b  
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Objective: 1b
4. d  
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Objective: 1b
5. b  
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Objective: 1b
6. c  
Page Ref: Sec. Ref. 1.2.0  
Objective: 1b
7. a  
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8. c  
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Objective: 2a
9. d  
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Objective: 2a
10. b  
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Objective: 2b
11. c  
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Objective: 2c
12. c  
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Objective: 2c
13. d  
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Objective: 3a
14. a  
Page Ref: Sec. Ref. 3.1.1  
Objective: 3a
15. a  
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Objective: 3b
16. b  
Page Ref: Sec. Ref. 3.2.1  
Objective: 3b

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17. c

Page Ref: Sec. Ref. 3.3.1

Objective: 3c

18. d

Page Ref: Sec. Ref. 3.4.1

Objective: 3d

19. a

Page Ref: Sec. Ref. 3.5.0

Objective: 3e

20. b

Page Ref: Sec. Ref. 3.5.1

Objective: 3e