



CTAE Employability Skills Test
25 Questions

NAME : _____

CLASS : _____

DATE : _____

1. Which of the following allows you to build employability skills in high school?

- A All of the Above B Community Service
 C Student Council D CTSOs

2. In regards to Professionalism, why is eye contact important?

- A Eye contact makes you a better listener. B Eye contact tells that you are listening
 C Eye contact focuses the attention on the speaker. D All of the above

3. Which of the following are types of resumes?

- A All of the Above B Chronological
 C Combination D Functional

4. A resume is...

- A A one page summary of what you did last summer. B A one page summary of your work experience, job skills, etc. that helps advertise your abilities and knowledge to potential employers.
 C A summary of information with references D A one page summary of your knowledge and skills as it relates to the job.

5. How should you write your resume bullets?

- | | | | |
|----------------------------|--|----------------------------|--|
| <input type="checkbox"/> A | Start each of my resume bullets with action words like prepared, developed, monitored, presented | <input type="checkbox"/> B | Use "I" statements like "I prepared a sales report. |
| <input type="checkbox"/> C | Take credit for work done by a team I was on that was actually done by other team members | <input type="checkbox"/> D | Incorporate acronyms and terms that are only used internally by my company |

6. Why are employability skills important?

7. Which department is leading the way in developing soft/employability skills?

- | | | | |
|----------------------------|-----------------------|----------------------------|----------------|
| <input type="checkbox"/> A | English Language Arts | <input type="checkbox"/> B | CTAE |
| <input type="checkbox"/> C | Math | <input type="checkbox"/> D | Social Studies |

8. Prior learning and life experiences are known as:

- | | | | |
|----------------------------|-------------|----------------------------|--------------|
| <input type="checkbox"/> A | life skills | <input type="checkbox"/> B | study skills |
| <input type="checkbox"/> C | destiny | <input type="checkbox"/> D | image |

9. The psychology of getting along well with others is known as:

- | | | | |
|----------------------------|---------------------|----------------------------|-----------------------|
| <input type="checkbox"/> A | human relations | <input type="checkbox"/> B | human emotions |
| <input type="checkbox"/> C | human understanding | <input type="checkbox"/> D | human characteristics |

10. If you manage your time effectively you would?

- | | | | |
|----------------------------|-----------------------|----------------------------|----------------------------|
| <input type="checkbox"/> A | minimize distractions | <input type="checkbox"/> B | use your time productively |
| <input type="checkbox"/> C | All the above | <input type="checkbox"/> D | adhere to a daily schedule |

11. How do you implement time management in your personal life?

12. Employability Skills are transferrable skills that are needed for employment.

A True B False

13. Non-verbal communication is important because

A It establishes your image. B All of the above
 C It signifies your friendliness D It signifies your level of confidence

14. Developing exceptional communication, decision-making, image-building, customer service, goal-setting, and time management are examples of _____, which can help you build a successful professional foundation.

A business expertise B professional development
 C continuing education D employability skills

15. _____ is based on inner strength and begins with trusting your ability to reach your goals.

A Creativity B Stability
 C Perfectionism D Self-esteem

16. The employability skill and quality of "being honest and having strong moral principles" is called _____.

A leadership B integrity
 C team player D self-motivation

17. During an interview, which of the following is NOT important?

- A Length of interview B Body Language
 C Groom D Speech

18. Which of the following is considered the MOST important skill in the workplace?

- A Knowledge of technology B Leadership strategies
 C Certifications or licensures D Effective communication

19. Which of the following is NOT an employability skill?

- A Ethical behavior B Teamwork
 C Sales D Technology

20. When applying for a job, you should give as much attention to your dress and personal appearance as you would for an interview appointment.

- A False B True

21. Studies show that one of the following communication skills is used far more at work than the other three. The MOST important communication skill in the workplace is:

- A Writing B Active or Reflective Listening
 C Speaking D Reading

22. After an interview, you should always send a follow up thank you note or letter to the interviewer

- A False B True

23. _____ means being on time.

- A Punctuality B Integrity
 C Work readiness D Bravery

24. The ability to meet deadlines by completing work in the time provided is_____.

A tolerance

B time management

C positive attitude

D honesty

25. All of the following are inappropriate types of body language EXCEPT

A Firm handshake

B Rolling your eyes

C Checking your watch

D Arms crossed

Answer Key

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