



CTAE Employability Skills Test

25 Questions

NAME : _____

CLASS : _____

DATE : _____

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

- a) CTSOs b) Student Council
 c) Community Service d) All of the Above

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

- a) Eye contact tells that you are listening b) Eye contact focuses the attention on the speaker.
 c) Eye contact makes you a better listener. d) All of the above

3. Which of the following are types of resumes?

- a) Chronological b) Functional
 c) Combination d) All of the Above

4. A resume is...

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

5. How should you write your resume bullets?

- a) Use "I" statements like "I prepared a sales report.
- b) Start each of my resume bullets with action words like prepared, developed, monitored, presented
- c) Incorporate acronyms and terms that are only used internally by my company
- d) Take credit for work done by a team I was on that was actually done by other team members

6. Why are employability skills important?

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

- a) CTAE
- b) English Language Arts
- c) Math
- d) Social Studies

8. Prior learning and life experiences are known as:

- a) destiny
- b) life skills
- c) study skills
- d) image

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

- a) human emotions
- b) human understanding
- c) human relations
- d) human characteristics

10. If you manage your time effectively you would?

- a) use your time productively
- b) minimize distractions
- c) adhere to a daily schedule
- d) All the above

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) It signifies your level of confidence
 c) It signifies your friendliness d) All of the above

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) Self-esteem
 c) Stability d) Perfectionism

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

- a) leadership b) self-motivation
 c) team player d) integrity

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

- a) Length of interview b) Body Language
 c) Speech d) Groom

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

- a) Effective communication b) Certifications or licensures
 c) Knowledge of technology d) Leadership strategies

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

- a) Ethical behavior b) Technology
 c) Sales d) Teamwork

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) True b) False

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) Reading
 c) Active or Reflective Listening d) Speaking

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

- a) True b) False

23. _____ means being on time.

a) Punctuality

b) Bravery

c) Work readiness

d) Integrity

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

a) time management

b) positive attitude

c) tolerance

d) honesty

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

a) Rolling your eyes

b) Checking your watch

c) Arms crossed

d) Firm handshake

Answer Key

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