***Career Achievement, 3e* (Blackett)**

**Chapter 1 Jump-Start Your Career**

1) A job is a work situation you take to grow deeply.

2) You have found a career when your employment is built on skill, passion, experience, and education, as well as preference.

3) A fulfilling career may also include some tasks we do not love.

4) An avocation is the same thing as a career.

5) You should never take a job if it does not match with your program of study.

6) Employers prefer to hire people who are working.

7) Goal formulation applies only to those who are searching for a career.

8) Research has proven that goals provide the motivation for people to function more normally, even in an adverse environment.

9) Science has proven that there is no way that we can control our thoughts.

10) Feeding your mind constructive thoughts will lead to confusion and should not be done.

11) Goals should be very general and nonspecific to allow for flexibility and changing one's mind.

12) Your mind's negative statements can be reversed.

13) Focusing on positives has no relationship to "good things happening" for a career seeker.

14) A career plan should be developed and implemented quickly in order to be effective.

15) A mission statement is designed to take a person through his or her first year of college.

16) Adopting a "winner's mentality" is key to achieving one's goals.

17) An effective mission statement should be stated so that it has a measurable component.

18) A key feature of a good goal is that it excites you and fills you with energy.

19) There are a number of psychological studies that demonstrate meaningful goals are not essential to human health and well-being.

20) There is little relationship between attitude and career success.

21) The portfolio must be in hard copy form only.

22) Career mission statements can be modified over time.

23) If you can remember your goals, there is no need to waste time writing them down.

24) Fear of failure can be an obstacle to developing goals.

25) An avocation is a work situation taken primarily to make money.

26) A good "stretch goal" is one that is large enough to create the energy and motivation needed to achieve it, but not so lofty that it is unattainable.

27) Our self-talk is the mental chatter that occurs in our heads on a constant basis.

28) A portfolio is a group of documents that represents one's work.

29) An affirmation is a conscious positive statement you say to yourself even if it's not true at the moment.

30) A career mission statement is a brief description of your overall career purpose.

31) Repeating affirmations is one way to change our "self-talk."

32) Which is a characteristic of a career?

A) It is a kind of life path.

B) It is built over time and is guided by long-range goals.

C) It involves strategizing.

D) All of the choices are correct.

33) Which is an outcome of writing down your goals?

A) It can be the beginning of change in your life.

B) It increases the likelihood of achieving your goals.

C) It reinforces your thoughts surrounding the goal.

D) All of the choices are correct.

34) Which is a characteristic of people "stuck" or stalled out in their careers?

A) They feel jaded.

B) They feel uninspired.

C) They feel burned out.

D) All of the choices are correct.

35) Which of these would you need to reflect on before deciding on a career path?

A) your values

B) your passions

C) your unique gifts and talents

D) All of the choices are correct.

36) All of the following are necessary for goal-setting *except*

A) self-talk.

B) constructive thoughts.

C) negativity.

D) affirmations.

37) Select the response that represents SMART goals.

A) Specific. Measurable. Attainable. Realistic. True.

B) Stated. Measurable. Attainable. Realistic. Tangible.

C) Specific. Measurable. Actual. Realistic. Tangible.

D) Specific. Measurable. Attainable. Realistic. Tangible.

38) Which of the following is not a part of the career goal development process?

A) desires

B) gifts and talents

C) job

D) interests

39) A career mission statement is

A) a brief outline of your job description.

B) a statement that singles out a goal that needs revision.

C) a broad statement of intent.

D) the same as a SMART goal.

40) Which of the following are useful tools?

A) affirmations

B) visualization

C) lists comparing what you want and do not want

D) All of the choices are correct.

41) Which of the following should be true about your career mission statement?

A) It should land you a job.

B) It should be somewhat random in detail or direction.

C) It should focus on the next five years.

D) It should help you plan out from where your career is now.

42) Which of the following is not true about a portfolio?

A) It is a group of documents that represents your work.

B) It is private and should not be part of your job search.

C) It represents your development over time.

D) Employers may wish to access it electronically.

43) Which of the following is not a useful source of salary information?

A) salary.com

B) monster.com

C) bls.gov

D) howtobeamillionaire.com

44) Which of the following is an important question to ask yourself as you proceed in your career?

A) Will this choice take me closer to my destination?

B) Will this choice give me more money?

C) Will this choice make my parents happy?

D) Will this choice impress others?

45) What is the meaning of the phrase "What you focus on expands"?

A) Lot of ideas tend to distract people.

B) Too much attention to a matter can cause it to grow out of control.

C) The object of your mental attention is what you will produce more of in your life.

D) Too much attention to one thing can make you appear negligent.

46) What is an obstacle?

A) a problem we cannot overcome

B) a sign we need to change dreams and goals

C) a sign we are moving closer to our goals

D) a warning