

Chapter 7 Review Quiz

This section contains quizzes to help you verify what you have learned in the chapter. Your instructor may ask you to submit your work for grading. Also, the Review Quiz is a good study tool because many of the questions in exams for the course will be taken from the quizzes.

Fill in the Blank

Fill in the missing word or words in each sentence.

1. Locus of _____ is the way people view how they control events and outcomes in their lives.
2. Employers want workers with _____ skills such as getting to work on time, being honest, and getting the job done.
3. Positive psychology focuses on helping people build on their personal _____.
4. People who find meaning in their work have lower _____ and have higher levels of performance.
5. When you have a positive _____, you believe you are responsible for your own successes.
6. Managing people, meeting deadlines, and solving problems can be used in many different jobs and are considered _____ skills.
7. Operating a forklift is an example of a _____ skill.
8. You are responsible for your successes and your _____, but people and events can affect your life.
9. If you want to gain the respect of your employer and coworkers, learn to _____ your job performance.
10. When you have a healthy _____, you feel good about yourself and see yourself as deserving the respect of others.

transferable
failures
self-management
job-related
self-concept
absenteeism
control
evaluate
strengths
self-esteem

Multiple Choice

Circle the letter that best completes each statement or answers each question.

1. Psychological studies have found people who have a purpose in life do which of the following?
 - a. retire earlier
 - b. experience a higher degree of satisfaction with life, work, and health
 - c. change jobs often
 - d. do *not* experience failure in the workplace
 - e. focus on getting job promotions

2. Healthy self-esteem
 - a. has nothing to do with your job performance.
 - b. makes you look like a know-it-all.
 - c. means you feel good about yourself and see yourself as deserving the respect of others.
 - d. means that you will always feel confident and others will be able to see that confidence in you.
 - e. is difficult to form in adulthood.
3. Positive self-concept means
 - a. events in your life are the result of luck.
 - b. other people in your life have caused your failures.
 - c. you never question your ability to do a new job task.
 - d. you take responsibility for your failures and never make a mistake on the job.
 - e. you take responsibility for your failures and are aware that some factors are beyond your control.
4. To protect your positive self-image at a new job, you should do which of the following?
 - a. ignore any criticism from your boss
 - b. remember you are on probation and can be fired for any reason
 - c. never admit making a mistake
 - d. overlook any compliments your boss gives you
 - e. recognize that your employer wants you to be a success
5. Self-management skills
 - a. are helpful in your personal life but are seldom useful at work.
 - b. are unimportant when applying for a job.
 - c. are highly valued by employers.
 - d. require many hours to learn.
 - e. will not affect your job success.
6. When you are complimented by your supervisor, you should
 - a. respond by saying "thank you."
 - b. tell your coworkers.
 - c. ignore the compliment.
 - d. tell your supervisor that you don't deserve the praise.
 - e. say nothing.
7. Job-related skills
 - a. are new skills that must be learned quickly.
 - b. are learned through both education and life experience.
 - c. are always acquired by on-the-job training.
 - d. have nothing to do with your life interests.
 - e. require a two-year technical school degree.

8. Positive psychology focuses on
 - a. finding employee character weaknesses and correcting them.
 - b. fixing the low morale of workers.
 - c. identifying employee character strengths and building on them.
 - d. improving employee thinking.
 - e. dealing with the emotional situations in workers' lives.
9. People with positive self-esteem
 - a. are valued by their employers.
 - b. experience success in the workplace.
 - c. respect themselves.
 - d. have a high level of performance.
 - e. All of the above.
10. Your purpose in life is
 - a. consistently connected with your job.
 - b. reflected in those activities that feel meaningful to you.
 - c. the same throughout your lifetime.
 - d. typically in conflict with your interests.
 - e. separate from your accomplishments.

True or False

Read the following statements. Put a *T* after each true statement and an *F* after each false one.

1. Transferable skills can be used in many different jobs. _____
2. Self-confidence in the workplace increases with experience. _____
3. Success or failure at work is a matter of luck. _____
4. Identifying your job skills will help you earn promotions and raises. _____
5. Transferable skills help employees get higher-paying jobs and positions with more responsibilities. _____
6. Being able to assess your job performance (both strengths and weaknesses) is a useful tool in the workplace. _____
7. Employers typically look for reasons to fire new employees. _____
8. Admitting a mistake on the job is *not* wise. _____
9. Locus of control is the psychological theory that people view life in either one of two ways: they are in control of their lives or other people or things are in control of their lives. _____
10. Anyone can experience low self-esteem during times of change. _____