

Chapter 13 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. The amount of time an individual has been employed results in _____ on the job.
2. The quality of being deserving based on job performance is _____. (The same word may refer to any admirable quality or attribute.)
3. When deciding which employees will be _____, both seniority and merit are considered.
4. The process of reaching your personal goals in work and life is called _____ development.
5. A(n) _____ is a flat payment received at a regular interval (weekly, biweekly, monthly), regardless of the number of hours worked.
6. A(n) _____ is a specific amount of money earned for each hour a person works.
7. A(n) _____ takes a long-term interest in another worker and offers advice about advancing on the job.
8. Typically, an employee is expected to give a notice of _____ before leaving the job.
9. A pay raise based on the inflation rate is called a(n) _____ increase.
10. The process of making changes in your job on your own so the job fits your abilities and preferences better is called _____.

cost-of-living
wage
job crafting
merit
resignation
mentor
seniority
career
salary
promoted

Multiple Choice

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

1. A compilation of _____ is your portfolio.
 - a. company photos
 - b. career plan notes
 - c. HR notes
 - d. your skills and accomplishments
 - e. your high school records
2. Pay raises
 - a. may be given at the end of a worker's successful training period.
 - b. are based on individual work.
 - c. are given once a year.
 - d. are not influenced by inflation.
 - e. are offered to workers when they resign.

3. Ask potential mentors _____ before deciding if you would like them to be your mentor.
 - a. to grade your work performance
 - b. to research how to be a good mentor
 - c. for advice or help on a project
 - d. what their career plans are
 - e. whether they like your supervisor
4. If you are dissatisfied with your job, _____ as a first step.
 - a. quit your job and look for another one
 - b. tell your supervisor what is wrong with the organization
 - c. leave your job
 - d. find another job (before you resign)
 - e. tell your coworkers about your dissatisfaction
5. After being on the job a few months, new workers typically are concerned about
 - a. overtime, sexual harassment, and raises.
 - b. pay raises and promotions.
 - c. promotions, job security, and vacation time.
 - d. health insurance, raises, and child care.
 - e. None of the above.
6. Promotions are available _____ and have earned them based on related job skills/knowledge.
 - a. to employees who have seniority, friendship with the supervisor,
 - b. to those who don't raise issues about the company, take on overtime work,
 - c. to those who have seniority, merit,
 - d. automatically after you have worked a year on the job
 - e. All of the above.
7. Developing a career plan
 - a. requires a professional career counselor's guidance.
 - b. is not important for new workers.
 - c. will help you reach your goals.
 - d. should be done only once at the start of your career.
 - e. is not your responsibility.
8. When you want a promotion, you should
 - a. look outside your organization for a new job.
 - b. wait until you have more seniority.
 - c. wait for your supervisor to promote you.
 - d. focus on your work outcomes and skills to bring it about.
 - e. find job vacancies in your organization.

9. To be prepared to get the best possible job today, you should
 - a. emphasize your skills.
 - b. record your accomplishments.
 - c. learn new skills.
 - d. get more work experience and education.
 - e. All of the above.
10. Probation
 - a. is your first two weeks on the job.
 - b. is a training period for new employees that usually lasts one to six months.
 - c. has no affect on pay raises for the first one to six months on the job.
 - d. is used when dealing with employees who lack skills.
 - e. All of the above.

True or False

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

1. Cost-of-living pay increases help workers offset inflation. _____
2. Learning new skills has little influence on raises and promotions.

3. Networking is limited to your work environment. _____
4. If someone with less seniority than you gets a promotion, you should ask why. _____
5. You should take charge of your own career development. _____
6. The average person changes careers 12 times between the ages of 18 and 48. _____
7. When you leave a job, you should be sure that your supervisor understands what you believe is wrong with the company. _____
8. A portfolio is not important when you are applying for a promotion.

9. Once you have set your career goals, you should never change them.

10. Incentive raises are based on evaluations and job performance. _____