**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigating IT Employment Opportunities –EXAM Key**

**Instructions:** Read each question below. Decide which option best answers the question and write theletter that precedes that answer in the area to the left of question.

1. Which of the following is NOT representative of a résumé?
   1. A typed document
   2. **A handwritten document**
   3. Summarizes your education, job skills, and past employment
   4. Is sent to the potential employer before the interview is scheduled
2. A reference is
   1. A printed form of documentation of previous work you’ve done
   2. A fill-in-the-blank form asking for basic information
   3. A face-to-face question and answer session
   4. **A person who can verify information about you personally**
3. An employment application is a
   1. Face-to-face question and answer session
   2. **Fill-in-the-blank form asking for basic information**
   3. List of people who know you personally
   4. Printed form of documentation of previous work you’ve done
4. How many career pathways are available in the Information Technology field?
   1. **4**
   2. 6
   3. 8
   4. 12
5. Which of the following is a commonly asked interview question?
   1. What ethnicity are you?
   2. What is your social security number?
   3. How many children do you have?
   4. **What makes you the best person for the job?**
6. A portfolio is
7. **Samples of previous work you’ve done**
8. A face-to-face question and answer session
9. A list of people who know you personally
10. A fill-in-the-blank form asking for basic information
11. The purpose of the résumé is to
    1. Itemize your talents and traits for the potential employer
    2. List basic information about yourself
    3. **Cause the potential employer to call you in for an interview**
    4. Answer the face-to-face questions of the potential employer
12. Information Technology is the
    1. **Development, implementation, and maintenance of computer hardware and software systems**
    2. Maintenance of global hardware systems
    3. Maintenance of global software systems
    4. Installation of global hardware and software systems
13. An interview can be
    1. Face-to-face
    2. Over the phone
    3. **Both A and B**
    4. None of the above
14. Which of the following is NOT a job available within the Information Technology field?
    1. Network engineer
    2. **Garage door opener installer**
    3. Help desk technician
    4. Web developer

**FILL IN THE BLANK:**

List 3 positive work behaviors:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 3 positive work-related personal qualities:

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_