

Senior Seminar Pre Test

Test # _____

Directions: Fill in the corresponding answer bubble on the answer sheet.

DO NOT WRITE ON THIS TEST – THANK YOU!!

1. On a resume, how are education and employment listed?
 - A. Most recent first – backwards chronological
 - B. In alphabetical order
 - C. Most recent last - chronological
 - D. In order of importance
 - E. Reverse alphabetical order

2. To whom should the salutation (greeting) in a letter of reference be written to?
 - A. The person the letter is about
 - B. The person who is writing the letter
 - C. "To whom it may concern"
 - D. A salutation is not needed
 - E. None of the above

3. What is the job of the human resources department?
 - A. Managing employees; hiring, firing, benefits
 - B. Making sure humans have enough resources
 - C. Picking up the slack of other departments
 - D. Helping you create a budget
 - E. None of the above

4. Positions where a person does physical or manual labor are often called:
 - A. White collar
 - B. Yellow Collar
 - C. Pink collar
 - D. Gray collar
 - E. Blue collar

5. What are bereavement days?
 - A. Unused vacation days
 - B. Unused sick days
 - C. Days off with pay that are used for religious holidays
 - D. Days off from work that are used to attend funerals
 - E. Days off that roll over to the next year

6. What is the **main** purpose of a cover letter?
- A. To cover your resume
 - B. To tell the employer to read all of your documents
 - C. To show how well you can write a letter
 - D. To introduce yourself to the employer and highlight your skills
 - E. None of the above
7. "Hard Skills" are _____.
- A. Hard
 - B. Specific skills that you learn
 - C. Harder than soft skills
 - D. Not needed on a resume
 - E. All of the above
8. As of today, minimum wage in Pennsylvania is _____ per hour.
- A. \$7.35
 - B. \$7.25
 - C. \$7.50
 - D. \$7.65
 - E. \$7.75
9. As of today, the Federal minimum wage is _____ per hour.
- A. \$7.35
 - B. \$7.25
 - C. \$7.50
 - D. \$7.65
 - E. \$7.75
10. Which form tells your employer how many deductions you would like to claim, which affects how much taxes are taken out of your paycheck?
- A. W-2
 - B. WD40
 - C. W-4
 - D. W-420
 - E. 1040 EZ

11. Which form given to you by your employer in January of each year, shows how much money you made for the whole year and how much you paid in taxes?
- A. W-2
 - B. WD40
 - C. W-4
 - D. W-420
 - E. 1040 EZ
12. United States citizens must pay their income taxes by which date?
- A. January 30
 - B. April 10
 - C. Labor Day
 - D. Flag Day
 - E. April 15
13. Body language accounts for _____ of all communication.
- A. 5% - 20%
 - B. 20% - 40%
 - C. 50% - 70%
 - D. 75% - 85%
 - E. 90% - 100%
14. What is the **collection** of all of your employment documents called?
- A. Resume
 - B. Manifesto
 - C. Job Application
 - D. Scrap Book
 - E. Portfolio
15. If a business has a high employee turnover rate, what does it mean?
- A. Employees leave after a short time
 - B. Employees stay for a long time
 - C. Employees quit and come back a lot
 - D. Employees love working there
 - E. Employees eat a lot of apple turnovers

16. One of the **best** ways to manage your time is:
- A. Wear a wristwatch
 - B. Do as much as you can in the morning
 - C. Using a calendar or datebook to keep track of deadlines and appointments
 - D. Do as much as you can at night
 - E. All of the above
17. Which is a type of retirement plan?
- A. 501j plan
 - B. 800m plan
 - C. 404 plan
 - D. 1040 EZ plan
 - E. 401k plan
18. What is the **standard** rate for overtime work?
- A. Twice your usual hourly rate
 - B. Time and a half of your usual hourly rate
 - C. Three times your usual hourly rate
 - D. Time and a quarter of your usual hourly rate
 - E. None of the above
19. What does it mean to work on commission?
- A. Your salary is the same every week
 - B. You get paid every other week
 - C. Your pay rate changes seasonally
 - D. Your pay will increase after a probationary period
 - E. Your pay is based on a percent of your sales
20. Positions where a person does clerical or administrative work are often called:
- A. White collar
 - B. Yellow collar
 - C. Blue collar
 - D. Pink collar
 - E. Gray collar

21. What is the amount of your check called after all deductions are taken out?
- A. Gross pay
 - B. Net pay
 - C. Overtime pay
 - D. Commission pay
 - E. Tax-free pay
22. What is the state sales tax rate in PA?
- A. 1%
 - B. 3%
 - C. 6%
 - D. 8%
 - E. 10%
23. What tax(es) do Pennsylvania citizens have to pay?
- A. Federal
 - B. Local
 - C. State
 - D. Sales
 - E. All of the above
24. The abbreviation YTD on a pay statement stands for:
- A. Yet to Determine
 - B. Yes to Dress
 - C. Year to Date
 - D. Yes to Deal
 - E. Year to Determine
25. How much is the **standard** security deposit for an apartment?
- A. $\frac{1}{2}$ a month's rent
 - B. 2 month's rent
 - C. You don't need a security deposit
 - D. 1 month's rent if you don't have a pet, 2 month's rent if you do have a pet
 - E. 1 month's rent

26. The "cost" to borrow money on a credit card is called:
- A. Variable
 - B. Dividends
 - C. Capital
 - D. Interest
 - E. Fee
27. Which of the following is **not** a "Soft Skill"?
- A. Enthusiasm
 - B. Punctuality
 - C. Being a team player
 - D. Work ethic
 - E. Being a fast typist
28. What affects your credit rating/credit score?
- A. How long you have had credit cards
 - B. How much money you owe
 - C. Paying your bills late
 - D. Your monthly income
 - E. All of the above
29. Which of the following could be considered sexual harassment?
- A. Telling a co-worker how beautiful/handsome they look
 - B. Asking a co-worker out on a date
 - C. Telling dirty/off color jokes
 - D. All of the above
 - E. None of the above
30. An example of an amenity is:
- A. Heat
 - B. Electricity
 - C. Laundry Room
 - D. Water
 - E. All of the above

31. A good active listening strategy is:
- A. Not judging the person
 - B. Telling the person you know just how they feel
 - C. Making eye contact
 - D. Both A and B
 - E. Both A and C
32. What should **not** go in your portfolio?
- A. Evidence of your work
 - B. Letters of reference
 - C. Pictures of your family
 - D. Certificates and awards
 - E. All of the above should go in your portfolio
33. Things you should talk about on an interview include:
- A. Your family
 - B. Your soft skills
 - C. Your religion
 - D. Your political views
 - E. All of the above
34. Which is a benefit that an employer could offer you?
- A. Retirement plan
 - B. Tuition reimbursement
 - C. Mileage for work related transportation
 - D. Clothing allowance
 - E. All of the above
35. The **best** sources for a Letters of Reference are:
- A. Teachers, employers, coaches, parents
 - B. Teachers, employers, customers, coaches
 - C. Customers, teachers, parents, employers
 - D. Coaches, neighbors, teachers, employers
 - E. All of the above

36. On a job application, if you don't have an answer for what they are asking, what should you do?
- A. Leave it blank
 - B. Draw a line through the question
 - C. Put a "?" in the blank
 - D. Write N/A (Not Applicable) on the line
 - E. Any of the above is fine
37. You can collect Unemployment Compensation if you:
- A. Are fired
 - B. Quit
 - C. Are on sabbatical
 - D. Are laid off
 - E. Are on Family Medical Leave
38. The collective name for water, electric, gas, and sewer is:
- A. Utilities
 - B. Bills
 - C. Services
 - D. Warranties
 - E. PECO
39. Which is a website that allows professionals to network with each other?
- A. LinkedIn
 - B. Craigslist
 - C. Gimmieajob.com
 - D. Facebook
 - E. Snapchat
40. Which of the following is a good technology practice in the workplace?
- A. Forwarding funny emails to friends
 - B. Making your password "password" so it is easy to remember
 - C. Using your phone when no one is looking
 - D. Clocking in other employees
 - E. Not using slang in email communication

True or False

41. Employers use software to track their employees' computer usage.
42. When deciding whether or not to take a job, salary should be a bigger factor than benefits.
43. All students need a work permit to work.
44. An employer can pay you less than minimum wage.
45. Many online employment screening tests are personality tests.
46. Every US Citizen must have health insurance.
47. Employers can forbid you from using your smartphone at work.
48. If other people at your job are making sexual jokes and comments, it's okay for you to do it too.
49. Working on commission is very reliable.
50. You can count pets as dependents on your taxes.