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Eastern University, Sri Lanka

Faculty of Commerce and Management

First Year Second Semester Examination in BBA Hons and BCom Hons – 2021/2022 (April/May 2024)

Proper/Repeat
AUX 1021 Career Progression I

Answer All (05) Questions

Time: One Hour

All the answers must be given in the question paper itself.

- Q1. Choose and underline the most appropriate answer for the following Multiple-Choice Questions
 - 01. Which of the following terms refers to the lifelong series of activities that contribute to a person's career exploration, establishment, success, and fulfillment?
 - a) Performance management
 - b) Career development
 - c) Career management
 - d) Career planning
 - 02. Which of the following is primarily the role of the manager in an employee's career development?
 - a) Providing career information
 - b) Seeking development opportunities
 - c) Providing academic assistance programs
 - d) Providing accurate performance feedback
 - 03. A document written by an employer that contains relevant information regarding an open job position is called as
 - a) Job Profile
 - b) Job specification
 - c) Job description
 - d) Job posting
 - 04. The primary purpose of a CV is
 - a) to introduce the candidate to the employer in case there is a job opening in the future.
 - b) to obtain an immediate interview with the employer for a specific job.

05.	How o	can you build a robust LinkedIn profile that will lead people to you?
	a)	
	b)	
	c)	A colored profile picture.
	d)	black and white profile picture.
06.	John H	Holland felt that the closer the match between someone's personality and
	the cha	aracteristics of the occupation
	a)	the more confused they would be.
	b)	the more satisfied they will be.
	c)	the less happy they will be on the job.
	d)	has nothing to do with whether they like the job or not.
07.	Which	is an example of a time-wasting activity?
**	a)	Taking breaks between tasks
	b)	Checking emails at designated times
	c)	Attending unnecessary meetings
	d)	Prioritizing important tasks
08.	Which	of these is NOT a hard skill?
	a)	A college degree
	b)	Creativity
	c)	Proficiency in a foreign language
	d)	Computer programming
09.	Which	of the following is not a principle of Super's theory on career
	develop	oment?
	a) .	A satisfying career is an expression of your self-concept.
	b)	We differ in abilities, interests and personalities.
	c)	Each of us is qualified for a number of occupations.
	d)	Our self-concept will not change with time and experience.

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c) to convince the employer that he doesn't need to look at any other

d) to be "on file" with as many companies as possible.

resumes.

10. Why is time management important?

a) It helps you avoid working entirely.

b) It reduces stress and improves productivity.

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- c) It allows you to work long hours without breaks.
- d) It ensures you complete all tasks without any errors.

(Total 10 x 3 = 30 Marks)

Q2.

The following table shows different personality traits, and each is related to a particular personality type according to Holland's Theory of Vocational Personalities in the Work Environment. *Identify* the appropriate type of personality for each statement and write the letter of respective personality type in the given box.

01.	Interested in work that requires skill	
	and strength	
02.	Like to work with information and	
	enjoy working by themselves rather	
	than with a group	ola la Sal
03.	Creative, inventive, and typically	
	more emotionally aware	
04.	Enjoy teaching or helping others and	
	value working with others and	
	creating relationships	
05.	Enjoy rules and regulations and have	
	a dislike for unclear or unstructured	
	work.	

An approximate an approximate and a pro-	A	Realistic
A CONTRACTOR AND ADDRESS OF THE PARTY OF THE	В	Conventional
Annual Contract of the Party of	С	Artistic
Annual an	D	Enterprising
-	Ε.	Investigative
A	F	Social

(Total 05 x 2 = 10 Marks)

Q3.

Fill in the blanks using the most appropriate concept(s) or word(s).

Accordi	ng to	the	Theory	of	Work	Adjustment,	the	term
					is used t	o denote the de	gree to	which
the envi	ronment	is satisf	ied with the	e pers	on.			
water-for-sizes and disciplinate to A and Jersey a first				re	fers to an	individual's pe	ersonal	beliefs
about h	S 10			^				
about II.	is or her	r capabi	ilities to pe	erform	particul	ar behaviours	or cour	ses of

03.	is the practice of identifying
	and handling conflict in a sensible, fair, and efficient manner.
04.	are ways of categorizing different
	types of jobs based on common similarities.
05.	are job-related competencies and
	abilities that are necessary to complete work
06.	A document attached to a job application designed to introduce the candidate in
	a more personal way is known as the
07.	
	the amount of work they do and prepares for retirement during the
	stage.
08.	A specific work position held over a defined period of time is called a
09.	is the willingness and capability to
	adjust to changing circumstances and embrace new challenges.
10.	is the body's general response to environmental
	situations.
	$(Total 10 \times 3 = 30 Marks)$
Q4. Tru	e or False questions: Write an appropriate answer (True or False) within the
	cket.
01.	A quality of being an effective mentor is actively steering protégés into
	important projects, teams, and jobs.
02.	A career planning workshop helps employees identify their interests, set career
	goals, and practice career skills.
03.	According to the Self-concept Theory of Career Development, time and
	experience help shape the way a person values their career and the goals they
	set.
04.	If you want to catch an employer's interest and increase your chances of getting
	the job, you must use a broadcast cover letter.
05.	Stress is not necessarily damaging, bad or to be avoided.
	(Total 05 x $2 = 10$ Marks)

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Q5.	01.	Outline the four adjustment style variables identified by the Theory of Work Adjustment.
		(04 Marks)
	02.	State at least five rules that you can follow to make your Curriculum Vitae stand out from those of others.
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	03.	(05 Marks) **Identify* five strategies that can be followed to tackle the time wasters.
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(05 Marks)