

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.

- c) to convince the employer that he doesn't need to look at any other resumes.
 - d) to be "on file" with as many companies as possible.
05. How can you build a robust LinkedIn profile that will lead people to you?
- a) Focus on including the right keywords for your personal brand.
 - b) A verified account.
 - c) A colored profile picture.
 - d) black and white profile picture.
06. John Holland felt that the closer the match between someone's personality and the characteristics 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 development?
- 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.
10. Why is time management important?
- a) It helps you avoid working entirely.
 - b) It reduces stress and improves productivity.

- 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	
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.	

A	Realistic
B	Conventional
C	Artistic
D	Enterprising
E	Investigative
F	Social

(Total 05 x 2 = 10 Marks)

Q3.

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

01. According to the Theory of Work Adjustment, the term _____ is used to denote the degree to which the environment is satisfied with the person.
02. _____ refers to an individual's personal beliefs about his or her capabilities to perform particular behaviours or courses of action.

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. According to the Self-concept Theory of Career Development, a person reduces 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 x 3 = 30 Marks)

Q4. True or False questions: Write an appropriate answer (True or False) within the bracket.

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)

