

EASTERN UNIVERSITY, SRI LANKA

Faculty of Commerce and Management

**First Year Second Semester Examination in BBA Hons./BCOM Hons. 2018/2019
(Feb/March 2022) (Proper/Repeat)**

AUX 1021 Career Progression I

Time: One Hour

Pages: 1-5

Answer all questions

Write the correct answer in the answer script

1. i) When team members use their specific skills and experiences, targets will be achieved and tasks will be accomplished, as members of the team achieve by working together.

1. Collaboration
2. knowledge
3. Synergy
4. Skills

(Marks 3)

ii) A career path or career ladder doesn't involve,

1. Proactively assess various job movements, vertical and lateral or cross functional move.
2. Help an employee to set targets for himself throughout his career.
3. Take an individual to a higher position in the organizational hierarchy over a certain period of time.
4. Evaluate employees only one time and develop new skills required to higher positions.

(Marks 3)

iii) Which of the following is NOT one of characteristics of a good question to ask during an interview?

1. The question is likely to elicit an anecdote.
2. The question encourages the source to provide details.
3. The question starts a subject talking about her or his experiences.
4. The question encourages the subject to respond with a "yes" or "no."

(Marks 3)

- iv)** Telephone interviews are best for
1. Getting a few pieces of information quickly from a source.
 2. Talking to a person who is the target of an investigative story.
 3. Conducting a long interview on a complicated topic.
 4. Getting information from the subject of an in-depth personality profile.
- (Marks 3)**
- v)** The following is NOT a principle of Super's theory on career development.
1. A satisfying career is an expression of your self-concept.
 2. We differ in abilities, interests, and personalities.
 3. Each of us is qualified for a number of occupations.
 4. Our self-concept will not change with time and experience.
- (Marks 3)**
- vi)** What are the four necessary steps in social learning theory?
1. Attention, retention, reproduction, and motivation
 2. Attention, interpretation, reproduction, and motivation
 3. Attention, interpretation, learning and motivation
 4. Attention, reproduction, learning and motivation
- (Marks 3)**
- vii)** What is the preliminary objective in a group discussion?
1. Catch the group's attention
 2. Prove your superiority
 3. Act as a self-appointed leader of the group
 4. Create sub-groups
- (Marks 3)**
- viii)** The ideal way to apply for the vacancy of a job is to submit a resume that is:
1. Full of personal information
 2. Suitable for any job
 3. Self-recommending
 4. Specially written for that specific job
- (Marks 3)**

- ix) The format lists your work history with dates, with your most recent employer and job title listed first
1. Functional
 2. Combination
 3. Chronological
 4. Portfolio
- (Marks 3)**

- x) Select the best mechanism of aerobic exercise
1. Getting to the heart of it
 2. Assists in weight management and/or weight loss.
 3. Improves lung function
 4. Increases good cholesterol
- (Marks 3)**

- xi) Soft skills are not:
1. Skills, abilities and traits that pertain to personality, attitude, and behavior
 2. Formal or technical knowledge
 3. Synonym for people skills
 4. Personal attributes that indicate a high level of emotional intelligence
- (Marks 3)**

- xii) Which is not the thing that you have to follow after the interview?
1. Thank the interviewer
 2. Chin up – if you did not get selected gear up for your next interview
 3. You should perform research on the company and carefully review the job description to understand why you would be a good fit
 4. Follow up politely – if you don't hear within the specified date
- (Marks 3)**

- xiii) All of the followings are importance of yoga & meditation except,
1. You can meditate without yoga also by simply breathing, relaxing, concentrating and clearing your mind
 2. The practices of meditation and yoga have their rooted in ancient traditions and cultures

3. Meditation and yoga when practiced together strengthen the mind and body connection, improving body fitness and general well-being
4. The poses of yoga are not associated with meditation, which include controlled breathing throughout the yoga poses **(Marks 3)**

xiv) Which is not the characteristics of the autocratic leadership

1. It is an abusive, unprofessional style called “bossing people around”.
2. This is used when employees are able to analyze the situation.
3. Makes decisions alone as power is centralized in one person.
4. Decisions are enforced using rewards and the fear of punishment.

(Marks 3)

xv) How do recruiters and employers view the importance of Professional behavior in the workplace?

1. Although recruiters are impressed with applicants who speak and write well, a candidate’s technical expertise is all that matters
2. Good manners and a business like, professional demeanor are among the top skills recruiters seek in applicants
3. Professionalism and soft skills are important only in service-oriented fields
4. Team, communication, and people skills are low priorities for most recruiters and employers

(Marks 3)

(Total Marks 45)

Q2. a) ‘Career Development benefits both employees and organizations’. **Define** Career Development and its integral processes. **(Marks 05)**

b) ‘Person-job fit is important for one’s work because it has strong implications for the well-being. It impacts job satisfaction, as well as satisfaction with your co-workers and supervisor’. **Illustrate** Holland’s theory of ‘Personality Job fit theory with suitable examples. **(Marks 10)**

(Total 15 Marks)

a) **Explain** Social Learning Theory with examples.

(Marks 10)

b) 'Emotional Intelligence helps you build stronger relationships, succeed at school and work, and achieve your career and personal goals'. **Define** Emotional Intelligence and its importance at work.

(Marks 10)

(Total Marks 20)

a). **Explain** the term 'Curriculum Vitae'. **Describe** the purpose of it and the content those should be included within it.

(Marks 10)

b) 'Companies are going global, and often, technical experts are called upon to do a variety of non-technical tasks requiring soft skills'. **Describe** the 'Soft-skills' and the ways to improve the skills.

(Marks 10)

(Total Marks 20)