

**Eastern University, Sri Lanka**  
**Faculty of Commerce & Management**

**First Year First Semester Examination in Bachelor of Business Administration Honors**

**Bachelor of Commerce Honors**

**2018/2019 (Proper/Repeat) (January/February 2022)**

**MGT 1032 Career Guidance**

Answer all questions

Time: 02 Hours

Pages 1-2

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**Q1. Read the following case and answer the questions given below**

**Don't Lie on your CV**

Today's job market is competitive. Those who are in need of work undoubtedly know how difficult it can be to compete for the top jobs in the world of work. This competitive environment has led some deceitful job seekers to embellish or exaggerate their experience in order to improve their chances of obtaining jobs. What are the consequences for the employee who has embellished on their Curriculum Vitae they get caught? Everyone should understand the consequences.

It is not illegal to lie on a Curriculum Vitae. However, this depends on the extent to which the lie is taken-for example, if an educational diploma, a passport, or other legal documents are falsified, this could result in prosecution for falsifying documents.

Questions:

i. **Explain** the term 'Curriculum Vitae' (CV).

**(Marks 05)**

ii. You should produce your Curriculum Vitae (CV) while you apply for a job.

**Classify** the important items that you should include in a CV.

**(Marks 10)**

iii. Explain the importance of 'Covering Letter' for an application for a job.

**(Marks 10)**

**(Total 25 Marks)**

- Q2. i) Identify the factors that you would consider when choosing your career.**  
(Marks 05)
- ii) Assess the activities that you should do when preparing yourself to face the changing world of work**  
(Marks 10)
- iii) Describe 'Emotional Intelligence' and its importance in world of work.**  
(Marks 10)  
(Total 25 Marks)

- Q3. i) List out the 'Leadership Qualities'.**  
(Marks 05)
- ii) Differentiate between**  
a) Career guidance and Career counselling.  
b) Job and Career  
(Marks 10)
- iii) Briefly explain 'Personality Job Fit Theory' with suitable example.**  
(Marks 10)  
(Total 25 Marks)

- Q4. i) Briefly explain the impact of Technology on Employment Market.**  
(Marks 05)
- ii) Illustrate the term 'Soft-skills' and explain the importance of soft-skills in the organizational context.**  
(Marks 10)
- iii) Briefly explain the followings:**  
a) Career Development  
b) Positive Attitude  
(Marks 10)  
(Total 25 Marks)