

Activity 1.1- Test your current knowledge on professional career development here.... (Classroom delivery)

- 1). The primary aim of recruitment and selection process is to
 - A). Meet the high labour turnover
 - B). Hire the best individuals at optimum cost
 - c). Ensure the availability of surplus in the case of sickness and absence
 - D). None of the above

- 2). When preparing your curriculum vitae, You should...
 - A). Use images and pictures to make it stand out
 - B). Write all your qualifications and previous experiences as it will help to impress the potential employer
 - C). Use reverse chronological order to organise the key facts such as your work experience or qualifications
 - D). Not exceed 4 sheets of A4 paper

- 3). Professional development is about
 - A). Collecting enough points to satisfy a professional body's CPD scheme
 - B). Attending courses
 - C). Keeping a log of activities
 - D). Determining your development by reflecting on what your personal requirements are

- 4) Career development is:
 - A). Long-term aspirations
 - B). A list of training courses

C). Keeping a CPD record which shapes your work identity.

D). Frequently moving jobs

5). When preparing for an interview you should...

A). Not think about the dress. Who you are as a person is more important.

B). Not prepare for possible questions as it will only make you more nervous.

C). Think about questions that you could ask interviewer.

D). Do none of the above

6). Personal ethics include the following attributes EXCEPT:

A). Values

B). Personality

C). Moral principles

D). Negative attitude

7). The systematic and deliberate advancement made by an individual in his career in the entire work is known as

A). Career path

B). Career goals

C). Career guidance

D). Career anchoring.

8). Which of the following is used as a self-assessment technique by the employees?

A). The strength and weakness balance sheet

B). The likes and dislikes survey

- C). The type focus assessment
- D). All of the above.

9). What would NOT be a tool that can be used for improving self-awareness?

- A). SWOT analysis
- B). Johari Window
- C). PESTEL analysis
- D). Psychometric Tests

10). Which of the following orders is followed in a typical selection process?

- A). Test and /interview. Application form, reference check and physical examination
- B). Application form, test and/or interview, reference check and physical examination
- C). Reference check, application from, test and/or interview and physical examination.
- D). Physical examination, test/or interview. Application form and reference check.

11). The recruitment and selection process begin when;

- A). You have applied for the job
- B). When the job is advertised
- C). When the need for the position is identified
- D). None of the above

12). In order to improve your performance at an interview you should not....

- A). Practice good non- verbal communication
- B). Not talk too much
- C). Over confidence
- D). Ask questions as it is their responsibility to explain matters