**Unit 4**

**Researching Careers**

1. Which career resource book is NOT published by the government?

a. Exploring Careers

b. Occupational Outlook Handbook

c. Dictionary of Occupational Titles

d. Guide for Occupational Exploration

2. Which of these career resources would tell whether the number of jobs is expected to increase or decrease?

a. Occupational Outlook Handbook

b. College Handbook

c. Dictionary of Occupational Titles

d. Guide for Occupational Exploration

1. The future prospects for employment in a field of work:

a. working conditions

b. employment outlook

c. unemployment rate

d. working environment

4. Jobs that beginning workers start with to train them for higher-level jobs:

a. professional jobs

b. careers

c. entry-level jobs

d. mid-management jobs

5. The instructional background and skills needed to qualify for employment:

a. employment conditions

b. employment outlook

c. related occupations

d**.** education/training requirements

6. A computerized career information delivery system:

a. Internet

b. Exploring Careers

c. ArkOscar

d. Occupational Outlook Handbook

7. The computer network system through which information can be shared on the World Wide Web:

a. My Space

b. Internet

c. Exploring Careers

d. Interview

8. Occupational Information Network compiled by the United States Department of Labor:

a. Xanga

b. O\*Net

c. World Wide Web

d. Internet

1. Work tasks one is expected to perform on the job:

a. job duties

b. job performance

c. job qualification

d. related jobs

1. Special skill, knowledge, or ability that enables a person to perform a job:

a. education requirement

b. working condition

c. qualification

d. working environment

1. The connection between veterinarian and wildlife biologist is an example of:

a. employment outlook

b. related occupations

c. work related

d. work environment

1. Gathering information from the internet and shadowing are examples of:

a. volunteering

b. internet

c. research .

d. qualifications

1. The environment of a workplace:

a. working conditions

b. working temperament

c. working out

d. workplace readiness

14. Jobs usually requiring less than 35-40 hours a week, depending on the employer:

a. part-time job:

b. volunteer

c. career

d. temporary

15. Jobs that last for a limited period of time:

a. occupations

b. part-time jobs

c. temporary jobs

d. minimum wage jobs

16. Doing a job without pay to gain work experience:

a. volunteering

b. apprenticeship

c. on-the-job training

d. entry level jobs

17. A book used for researching the most common jobs in the United States:

* 1. Occupational Outlook Handbook
  2. Exploring Careers
  3. American Careers
  4. America’s Top Jobs

18. To find out more by reading and talking to people:

a. evaluate

b. research

c. interview

d. resource

19. Jobs generally requiring 40 or more hours per week:

a. full-time job

b. career

c. occupation

d. part-time job

20. A definition of work duties expected of an employee for a particular occupation:

a. job performance

b. job description

c. job information

d. job outlook