



Personnel

Practice Pre-Test

Name:	Period:	Date:
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Please match the highlighted item with a choice below.

- 1: 1. Personnel Record
 2. Skills and Education
 3. Letter of
 4. Resume
 5. Employment Contract Reference
- A. The most important written communication used in a job search.
 B. What you need to emphasize on your resume as a match for the job.
 C. The section of the job application that contains your address and telephone number.
 D. What should accompany your resume and application if you have it.
 E. The document used as an agreement between the employer and employee establishing the standards for appropriate performance and conduct?
- 2: What is the proper sequence for taking notes using the Study Guide?
- A. Main Ideas, Details, Summary, Heading
 B. Details, Main Ideas, Summary, Heading
 C. Heading, Main Ideas, Details, Summary
 D. Heading, Details, Main Ideas, Summary
- 3: Which of the following skills are NOT covered as part of the Computer Service and Support Course?
- A. Standard Safety Procedures
 B. Router Programming and Maintenance
 C. Tool ID, Use, and Care
 D. Periodic Maintenance
- 4: What kind of academic credit can you earn upon completing this course?
- A. Career
 B. Science
 C. Business
 D. Math
- 5: When soldering, using power or hand tools, or pouring chemicals you must wear
- A. a safety helmet.
 B. rubber gloves.
 C. a protective apron.
 D. eye protection.
- 6: Cleanup starts 5 minutes before the end of class. Which of the following is not part of the cleanup requirement?
- A. Returning tools, test equipment, and parts to their storage places
 B. Cleaning off the work areas
 C. Powering down and disassembling all experiments
 D. Taking the trash out to the dumpster

- 7: How many tasks must complete to earn an "A" for the first quarter grade in the Computer Service and Support course?
- A. 32
 - B. 10
 - C. 17
 - D. 5
- 8: What document can you use to determine the turn-in dates for assignments made in the Computer Service and Support course?
- A. Homework Policy
 - B. Assignment Checklist
 - C. Task Completion Schedule
 - D. Grading Policy
- 9: As you complete each level of training, you will receive a certificate indicating competency in the tasks you had mastered in that module. The certificate is proof that you are work ready. Work ready is defined as being judged proficient in any Computer Service and Support job or task by performing them _____ during the training period.
- A. independently, without assistance
 - B. with direct assistance
 - C. while making no serious mistakes
 - D. under close supervision
- 10: Although the job resume and application are used by the employer to determine an applicant's professional qualifications, the job interview helps the employer determine an applicant's _____.
- A. appearance and personality
 - B. verbal and written expression
 - C. knowledge and skills
 - D. All of the above.