



PROFESSIONAL DEVELOPMENT TEST

Professional Development Test

Q.1) **Networking means ____.**

- A. expanding your social media presence
- B. projecting an image in the professional world
- C. gaining skills through life experience
- D. developing new relationships

Q.2) **After a job interview, you should ____.**

- A. research the company and requirements of the position
- B. call to ask if you got the job
- C. assemble your portfolio
- D. send a thank-you message

Q.3) Which of the following is NOT an example of the chapter secretary's assumed responsibilities?

- A. To assist the president in preparing the meeting agenda
- B. To provide the chapter with minutes of the previous meeting
- C. To assist the president with knowing where the chapter is at on the agenda during a meeting
- D. To be the liaison between the chapter and the advisor.

Q.4) Self-management skills enable a person to ____.

- A. work from home
- B. be self-employed
- C. choose only projects that interest him or her
- D. control and make the best use of his or her time and abilities

Q.5) Which of the following is not an example of nonverbal communication?

- A. Nodding your head
- B. Respecting personal space
- C. Making eye contact
- D. Laughing

Q.6) Which of the following may be involved in conflict management?

- A. Passive listening
- B. Passive behavior
- C. Mediation
- D. Norming

Q.7) Which of the following is not true about individuals with a positive attitude?

- A. They are eager to learn.
- B. They are optimistic.
- C. They work around things that cannot be changed.
- D. They dwell on problems.

Q.8) Mispronouncing words may affect your credibility.

- A. True
- B. False

Q.9) Which of the following describes the primary responsibilities of the chapter reporter?

- A. To chair meetings in the absence of the president
- B. To assist the president in preparing the agenda and provides the chapter with the minutes of the previous meeting
- C. To write news articles following chapter events
- D. To instruct members how to raise the necessary funds for annual chapter events

Q.10) What is diversity?

- A. Having representatives from different backgrounds, cultures, or demographics in a group
- B. The practice of recognizing, accepting, and respecting diversity
- C. The interacting forces within a group or team
- D. Discrimination based on a person's race, color, religion, gender, or national origin

Q.11) What component of the SkillsUSA Framework involves understanding one's own abilities and how they contribute to a team?

- A. Personal Skills
- B. Workplace Skills
- C. Technical Skills
- D. Leadership Skills

Q.12) When members engage in activities such as assessing community needs, identifying services to provide in communities, and employing skills to meet needs that develop long-lasting partnerships, they are participating in activities that fit within which Program of Work category?

- A. Workplace Experiences
- B. Partner and Alumni Engagement
- C. Community Engagement
- D. Leadership Development

Q.13) Which of the following is one of the values of SkillsUSA?

- A. Integrity
- B. Education
- C. Competition
- D. Leadership

Q.14) Tone is how your words are interpreted by the receiver.

- A. True
- B. False

Q.15) SkillsUSA articulates that it will partner with students, teachers and industry partners to do what?

- A. Raise money to advance the organizational mission
- B. Grow membership in all states
- C. Collaborate for the purpose of global growth
- D. Ensure America has a skilled workforce

Q.16) A chapter that teaches personal financial literacy skills, encourages entrepreneurial ventures, and has a solid, futuristic plan for chapter fundraising demonstrates that they have programming in which Program of Work category?

- A. Workplace Experiences
- B. Financial Management
- C. Advocacy and Marketing
- D. Leadership Development

Q.17) Jeans, T-shirts, and sandals are appropriate business-casual dress.

- A. True
- B. False

Q.18) Which of the following is an appropriate conversation topic for the workplace?

- A. Complaining about new health benefits
- B. Your recent promotion and pay raise
- C. An upcoming sales conference
- D. A party you attended over the weekend

Q.19) When a person has an internal drive to do a specific task or achieve a specific goal and in general is growth-minded, which Essential Element are they likely demonstrating?

- A. Professionalism
- B. Self-Motivation
- C. Teamwork
- D. Leadership

Q.20) Which SkillsUSA Framework Essential Element can be defined as "respecting all people and cultures by fostering appropriate and respectful workplace relationships?"

- A. Self-Motivation
- B. Professional Development
- C. Leadership
- D. Multicultural Sensitivity and Awareness

Q.21) To show a speaker that you are listening, you should ____.

- A. interrupt the speaker to contribute to the topic
- B. nod your head in understanding
- C. stare at the speaker
- D. look at your notepad and constantly take notes

Q.22) The SkillsUSA Pledge says, "to prepare myself by, _____ to become a worker whose services are recognized as honorable."

- A. working hard in class
- B. participating in all chapter activities
- C. paying my dues on time
- D. diligent study and ardent practice

Q.23) **The standard of appropriate behavior when using technology is called ____.**

- A. digital citizenship
- B. digital footprint
- C. EQ
- D. proprietary information

Q.24) **High-quality employees have a specific plan to grow in their personal, workplace, and/or technical skills. They review and revise the plan often to ensure it is relevant and helping them to advance. This is an example of demonstrating which Essential Element?**

- A. Professional Development
- B. Work Ethic
- C. Communication
- D. Job-Specific Skills

Q.25) **Copyright laws cover ____.**

- A. all original work
- B. cyberbullying
- C. material in the public domain
- D. ideas

Q.26) **The behavior of difficult people in the workplace can actually impact another person's career.**

- A. True
- B. False

Q.27) **When team members collaborate, they ____.**

- A. blame others for failure
- B. give up individual ideas
- C. disagree
- D. work together to create a solution

Q.28) **The SkillsUSA Framework is designed to help students become:**

- A. Skilled workers
- B. Active and engaged citizens
- C. Effective leaders
- D. All of the above

Q.29) **Which Program of Work category can help members learn the Adaptability/Flexibility Framework skill?**

- A. Workplace Experiences
- B. Leadership Development
- C. Financial Management
- D. All answers are correct

Q.30) **A cover letter is a ____.**

- A. letter or e-mail sent with a résumé
- B. list of references
- C. response to an event invitation
- D. job posting

Q.31) Which component of the Program of Work focuses on promoting SkillsUSA ?

- A. Advocacy and Marketing
- B. Community Engagement
- C. Financial Management
- D. Leadership Development

Q.32) When an employee proactively works to identify potential hazards in the workplace, which Essential Element are they demonstrating?

- A. Job-Specific Skills
- B. Decision Making
- C. Responsibility
- D. Safety and Health

Q.33) Ways to earn a promotion include ____.

- A. exhibiting superiority over coworkers
- B. acting over-confident and entitled
- C. demonstrating the skills needed for a higher position
- D. engaging in office gossip

Q.34) Properly introducing someone to another professional can create ____.

- A. an awkward moment
- B. a strong friendship
- C. animosity
- D. a positive first impression

Q.35) Which SkillsUSA Framework Essential Element can be defined as "identifying, developing and implementing unique knowledge and skills required for a specific job?"

- A. Adaptability/Flexibility
- B. Decision Making
- C. Job-Specific Skills
- D. Integrity

Q.36) SkillsUSA is committed to a learning and working environment free from all forms of discrimination. To that end, we have established a culture called "DEI." What does "DEI" stand for?

- A. Diligence, Eligibility, Inclusion
- B. Diversity, Eligibility, Inservice
- C. Diversity, Equity, Inclusion
- D. Diligence Eligibility, Inservice

Q.37) Which of the following is NOT an example of how a chapter can demonstrate their commitment to Multicultural Sensitivity and Awareness?

- A. Holding an event in a room that requires using the stairs to access even though one member has a wheelchair.
- B. Reviewing the calendar to ensure events don't fall on holidays.
- C. Providing scholarships to cover costs for students who may not be able to afford registering for a conference.
- D. Serving ethnic snacks at meetings and sharing a history of the snack with the chapter.

Q.38) Which component of the SkillsUSA Framework emphasizes the importance of ethical behavior and integrity?

- A. Workplace Skills
- B. Professional Skills
- C. Personal Skills
- D. Technical Skills

Q.39) Cultural intelligence is ____.

- A. ideas and behaviors of various generations
- B. the ability to adapt to unfamiliar cultural situations
- C. labeling people from other cultures
- D. being able to speak multiple languages

Q.40) Which of the following is not a benefit of a diverse workforce?

- A. Providing customer service in various languages
- B. Creating barriers to communication
- C. Being more receptive to customer needs
- D. Finding new ways of completing tasks

Q.41) People with self-confidence ____.

- A. believe in their ability to make something positive happen
- B. have low self-esteem
- C. think they are better than everyone else
- D. do not know how to use their abilities to achieve goals

Q.42) When on a work-related phone call, you should put the caller on speaker so you can multitask during the call.

A. True

B. False

Q.43) All of the following are examples of leadership characteristics except ____.

A. possessing problem-solving skills

B. dependable

C. aggressive

D. honest

Q.44) Anything posted on the Internet and on social media sites never completely goes away.

A. True

B. False

Q.45) When making decisions effectively, which of the following is necessary to do? Select all that apply.

A. Analyze key data and information regarding the decision.

B. Consider what the outcomes of possible decisions will be.

C. Determine what will be best for one's self first.

D. Follow a decision-making process.

Q.46) What are the elements of a SMART goal?

A. Sensible, material, applicable, reasoned, and targeted

B. Systematic, methodical, acceptable, rational, and thorough

C. Specific, measurable, attainable, realistic, and timely

D. Standardized, mapped out, actionable, reasonable, and thoughtful

Q.47) **A code of conduct ____.**

- A. presents a company's benefits, salary, and vacation policies
- B. dictates how business should be conducted
- C. is an individual's ideas of what is right and wrong
- D. identifies acceptable employee behavior while at work

Q.48) **Which SkillsUSA Framework Essential Element can be defined as "doing the right thing in a reliable way?"**

- A. Integrity
- B. Professionalism
- C. Self-Motivation
- D. Teamwork

Q.49) **Parliamentary procedure is ____.**

- A. found in a company's human resource manual
- B. a process for holding orderly, democratic meetings
- C. unnecessary for a group meeting
- D. used only in Parliament

Q.50) **Which of the following is not an item that should be included in a portfolio?**

- A. Professional certifications
- B. Letters of recommendation
- C. Transcripts
- D. An incomplete essay that contains grammar errors

Answer Key

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Q.2) send a thank-you message

Q.3) To be the liaison between the chapter and the advisor.

Q.4) control and make the best use of his or her time and abilities

Q.5) Laughing

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Q.11) Personal Skills

Q.12) Community Engagement

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Q.16) Financial Management

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Q.49) a process for holding orderly, democratic meetings

Q.50) An incomplete essay that contains grammar errors