

Name \_\_\_\_\_

Date \_\_\_\_\_

## Chapter 2: Planning Your Career Review Sheet

Use the word bank below and your textbook to answer the questions below. Words may be used twice. You can use Chapter 2 in you text.

Work or a Job

Career

Lifestyle

work history

Self-analysis

Help wanted ads

Employment agency

Networks

Locked in

Experience

Aptitude

re-evaluate your career

25-40 years

10-20 years

Contacts

Short-term

Over 50 years

Job analysis

service

Personal qualities and traits

Research

current magazines

defined and written down

getting a job or preparing for another

job

goal

1. A \_\_\_\_\_ is considered a source of a rewarding or satisfying experience.
2. \_\_\_\_\_ is a natural physical or mental ability that allows you to do certain tasks well. It includes finger dexterity.
3. \_\_\_\_\_ is most often a person's central life activity.
4. Examining your \_\_\_\_\_ can help you choose a career.
5. Personal qualities and traits that make you unique are called \_\_\_\_\_.
6. The average career span is \_\_\_\_\_ years.
7. \_\_\_\_\_ includes knowing your wants and needs; understanding your values; and assessing your attitudes, interests, and abilities.
8. Effective \_\_\_\_\_ on careers that interest you includes observing occupations and spending time learning about jobs and companies.
9. For goals to be meaningful, they must be \_\_\_\_\_.
10. At some point in the future, you probably will need to \_\_\_\_\_.
11. Everybody has a certain amount of exposure to \_\_\_\_\_, which are people you know who can help you get an interview for a job.
12. There is great value in consulting \_\_\_\_\_ to get information about careers.

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13. Your \_\_\_\_\_ contains important information that tells employers about your dependability and responsibility. This is also known as a record of the jobs you have held and how long you stayed with each employer.
14. A \_\_\_\_\_ reveals the positive and negative attributes of a given career choice.
15. Networks or networking are an important part of \_\_\_\_\_.
16. Lists job openings in the area, with brief descriptions. \_\_\_\_\_
17. A fee is charged for their services. \_\_\_\_\_
18. A relative or friend with inside information is known as a \_\_\_\_\_
19. Keeps a folder of information to help a student get a job and they are known as a placement \_\_\_\_\_.
20. When you cannot afford to take a lesser job you desire because the pay is less \_\_\_\_\_.
21. What you gain from working at a job or place of employment. \_\_\_\_\_
22. Objectives that will be accomplished in a few days or weeks are known as \_\_\_\_\_ goals.
23. A \_\_\_\_\_ is an end toward which efforts are directed.
24. Things in life that are important to you are known as \_\_\_\_\_. Your parents usually instill them in you. (hopefully!!)

### **For the quiz, be able to define the following words:**

- **Personality**—Your personality is made up of the many individual qualities that make you unique. They include such things as your appearance, intelligence, creativity, sense of humor, and general attitude.
- **Lifestyle**—This is the way that people choose to live their lives, based upon the values that they have chosen.
- **Aptitude**—A natural physical or mental ability that allow you to do certain tasks well.
- **Values**—Are the ideals in life that are important to you. For example, not wearing a hat in a restaurant or not speaking while a teacher is talking.
- **Identity**—An identity is who you are.
- **Goal**—A goal is a desired end toward which efforts are directed. There are three types of goals: short-term, intermediate, and long-term.