**Career Explorations – Final Exam Review**

**Part I. Multiple Intelligences**

* Developed by Howard Gardner
* Idea is that there is not just one type of intelligences but many.
* Know these by name and description
* Given a career, be able to determine which intelligence(s) would be most helpful.

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| **Intelligence Type** | **Description** |
| Verbal-Linguistic | Excellent speaking skills and writing skills; good vocabulary |
| Logical Mathematical | Good with problem solving; identifying patterns, logic reasoning; \*Most IQ tests only measure this intelligence type |
| Spatial-visual | Able to visualize the end product in their mind’s eye. |
| Bodily-Kinesthetic | Ability to control one’s body movements and handle objects skillfully |
| Musical | Able to recognize and reproduce rhythm and pitch, either vocally or through instrument |
| Interpersonal | Able to recognize moods and motivations of other people |
| Intrapersonal | Being self-aware and “in tune” with one’s inner feelings, values and beliefs |
| Naturalist | Able to recognize plants, animals and other objects in nature. |

**Part II. Business Body Language**

Be able to associate the following body language with its meaning:

* Crossed Arms
* Smiling with eyes
* Fidgety hands
* Prolonged Eye Contact
* Touching your face
* Palms up
* Leaning in during conversation
* Facing person you are speaking to
* Mirroring the body language of the other person

**Part III. SMART Goals**

Know the words in the SMART acronym. They describe characteristics of well written goals:

S - SPECIFIC M - MEASURABLE A -ACHIEVABLE R - REALISTIC T - TIMELY

**Part IV. Levels of Education**

* High School Graduate
* Associate’s Degree (2 years study after high school)
* Bachelor’s Degree (4 years study after high school)
* Master’s Degree (Additional 2 to 4 years of study after your bachelor’s degree)
* PhD – (Addition 2+ years after Master’s degree, usually requires a doctoral thesis)

**Part V. Entrepreneur vs. Franchise**

* Entrepreneurs build a new company/product that hasn’t been done before
* Owning a franchise means you take a well-known, existing, business model and own/run one of those stores.

**Part VI. Making a Proper Introduction**

The following are key components to making a proper introduction:

**Smile Stand Eye Contact Handshake Introductory Phrase**

**Part VII. Elements of a Professional Handshake**

* The key components of a good handshake are:
* Web to web. Shake their palm, not their fingers.
* Maintain eye contact throughout the handshake
* “Pump” a maximum of three times
* Firm handshake. No “dead fish” handshakes.
* Match the firmness of the other person

**Part VIII. Career Categories**

Given a career be able to link it to the appropriate category

Agriculture Manufacturing Construction Wholesale Trade

Transportation Financial Management Education Health Care

Real Estate Food Service Information Technology Retail Trade

Arts Public Safety Hotel/Hospitality Natural Resources

**Part IX. Calculating Pay**

* You should be able to calculate hourly wage and salary wages
* You should be able to calculate pretax and post-tax wages
* You should be able to calculate overtime and “double time” wages

**Part X. Resumes**

* You should know what information to include and not include in a resume

**Part XI. Cover Letters**

* You should know how to format a cover letter, including margins, spacing, etc…
* You should know the different parts of a cover letter and the order in which they appear.

**Part XII. Calculating a budget**

* You should be able to identify expenses that people incur when they are living on their own.
* You should be able to tell the difference between a good and bad budget.

**Part XIII. Phone Etiquette**

1. Always identify yourself and company, whether making or receiving a call
2. Be sensitive to the tone of your voice.
3. Think through exactly what you plan to say and discuss before you place a call.
4. Do not allow interruptions to occur during conversations.
5. Speak clearly and slowly and with appropriate volume, especially when leaving a message.
6. Don’t put someone on hold for too long.
7. Do not try to multi-task while speaking on the phone.
8. Don’t eat or chew gum while talking on the phone.
9. Never interrupt the person you are conversing with.
10. Your body language will affect the quality of the conversation.

**Part XIV. Benefits**

Know the following benefits that you can receive beyond your salary/wage:

Medical Insurance Dental Insurance Vision Insurance Life Insurance

Disability Insurance Vacation Time Paid Holidays Sick Days

Personal Days Retirement/Pension Plans Flexible Compensation Flex Time

Tuition Reimbursement Relocation Expense Coverage Compensation Time

**Part XV. Career Definitions**

Be able to match the following 36 careers to their career description:

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| Accountant | Anesthesiologist | Anthropologist | Architect | Attorney | Cartographer |
| Chiropractor | Choreographer | Dispatcher | Coroner | Curator | Editor |
| Faller | Game warden | Geologist | Interpreter | Nanny | Pharmacist |
| Prosthetist | Psychiatrist | Psychologist | Radiologist | Social worker | Surveyor |
| Systems analyst | Telemarketer | Veterinarian | Astronomer | Botanist | Mechanic |
| Stockbroker | Meteorologist | Millwright | Podiatrist | Civil Engineer | Confectioner |