



SkillsUSA Championships  
Professional Development  
Test: June, 2016



Mark the correct answer for each question on the answer sheet provided. If you choose to change an answer, be sure to erase your first option completely. Items marked on this sheet will not be graded.

*Part 1: SkillsUSA Framework: **Personal Skills** including Integrity, Work Ethic, Professionalism, Responsibility, Adaptability/Flexibility and Self-Motivation*

1.	Integrity	<p>Gracie is a homecare worker who has been employed for a little over a year. Recently, Gracie was given a very expensive piece of jewelry by one of her patients who is an elderly lady. Her company has a policy against accepting gifts from patients. What should Gracie do?</p> <p>A. Graciously accept the gift from the lady and proudly wear the item. B. Thank the lady and tell her that she cannot accept such a special gift. C. Accept the gift and make sure she never wears it when working. D. Ask the lady to give her cash instead.</p>
2.	Work Ethic	<p>Bob works in an auto repair shop. Yesterday, he saw Joe, a co-worker and friend, take a \$50.00 bill from the cash drawer and stick it in his pocket. Bob knows that Joe has a lot of bills because his baby daughter is very sick. What should Bob do?</p> <p>A. Immediately tell the manager he saw Joe take the money. B. Call the police. C. Nothing. D. Speak privately with Joe to convince him to return the money.</p>
3.	Responsibility	<p>Ron is a construction worker employed by a small contractor. His company just accepted a new job. It is a small project, but could lead to many more if done well. The owner of the company put Ron in charge of the project. What skills should Ron demonstrate in his new role?</p> <p>A. Work closely with the customer to be sure he is satisfied. B. Establish a strong team ethic among the workers assigned to the project. C. Make sure that he is first to arrive each morning to ensure all is ready. D. All of the above.</p>
4.	Flexibility	<p>Sue is the manager of the medical records unit at the local hospital. Her staff does not have direct patient contact, but their role is as important as those who do direct patient care. Terry is a very valuable member of her unit who is also responsible for her elderly mother who has several health issues. As a result, Terry often has to leave during the day to take care of her Mom. How should Sue deal with Terry?</p> <p>A. Establish a schedule that allows staff to flex work. B. Tell Terry she has to do all her Mom's care during her lunch. C. Gossip about Terry with her co-workers. D. Suggest that Terry's best option is to find another job.</p>

5.	Personal Skills	Which of the following is considered a Personal Skill? A. Teamwork B. Ignoring a co-worker who is of another religion than you. C. Self-Motivation D. Arriving late for work
6.	Flexibility	You are a short-order cook in a local diner. When you arrive for your shift, you realize that you are out of an ingredient that you need for many menu items. The manager is out at a meeting and there is nobody who can run to the store to get a replacement for what is missing. What should you do? A. Call the manager out of her meeting and complain that she let the kitchen run out of the item. B. Tell the servers they cannot take orders for any items that need that ingredient. C. Identify another ingredient that can be used as a substitute temporarily. D. Close the diner until you get back from the supermarket.
7.	Work Ethic	You are a carpenter working on a job site. The foreman had to leave the site for a meeting. The other two carpenters on the job are brand new and are very unsure of what to do. How would you deal with your co-workers? A. Call them together and together decide who will do which tasks. B. Ignore them. C. Tell them you have work to do and they are on their own. D. Tell them they should know what to do.
8.	Self-Motivation	Goals focusing on your appearance, personality, family or friends are examples of what kind of goals? A. Education goals B. Salary Goals C. Personal Goals D. Career Goals
9.	Professionalism	Who is responsible for your actions and thus the impression you give of yourself to others? A. Your parents B. Your teachers C. Your friends D. Yourself
10.	Integrity	When you show an impressive image of yourself, you are showing others that you _____ yourself and others. A. Respect B. Enjoy C. Emulate D. Support
11.	Responsibility	When visiting local employers to survey for future opportunities, which of the following is neither a good practice nor necessary? A. Make an appointment in advance. B. Know the title and position of the person you will meet. C. Dress casually. D. Know basic information about the company.

12.	Work Ethic	Which of the following is an acceptable trait in school or the workplace? A. Cheating B. Honesty C. Tardiness D. Theft
13.	Professionalism	Which of the following is a characteristic of a positive image? A. Chewing gum B. Wearing fad clothing C. Slouching posture D. Being on time

*Part 2: SkillsUSA Framework: **Workplace Skills** including Communications, Decision Making, Teamwork, Multicultural Sensitivity and Awareness, Planning, Organizing and Management, Leadership*

14.	Communications	What is a process by which information is exchanged between individuals through a common system of symbols, signs or behaviors A. Communications B. Customer Service C. Shadowing D. Diversity
15.	Communications	What name is given to the fear of speaking in public? A. Fear of people B. Communications C. Stage fright D. Lack of self-confidence
16.	Planning Organization Management	Someone with whom you have business dealing who works with you in the same company is called a(n) A. Supervisor B. Friend C. Internal customer D. External customer
17.	Leadership	What is defined as a “wise and trusted counselor, teacher, tutor, coach or advisor”? A. Parent B. Mentor C. Clergy D. Supervisor
18.	Planning Organization Management	Arranging events by time or date is using what kind of order? A. Seniority order B. Cost order C. Chronological order D. Order of time with a company
19.	Communications	What name is given to a spontaneous idea generating technique used by groups and individuals? A. Brainstorming B. Cause and Effect C. Pros and Cons D. Researching

20.	Multicultural Sensitivity and Awareness	What terms defines hostility or intolerance toward others? A. Ethnicity B. Demographics C. Prejudice D. Nastiness
21	Multicultural Sensitivity and Awareness	What terms defines or describes someone as either male or female? A. Ethnicity B. Demographics C. Gender D. Age
22.	Multicultural Sensitivity and Awareness	Which of the following is spelled correctly? A. Etiquette B. Proficiency C. Harasment D. Chronolgically
23.	Teamwork	The skills you will need when working on a team are different than those required to complete an individual project. One of those skills is the ability to cope with ideas that are different than yours. What is the name given to the positive skill needed to resolve differences among people? A. Communications B. Budgeting C. Negotiations D. Public Speaking
24.	Multicultural Sensitivity and Awareness	It is important for us to be aware of others' feelings and the individual differences within a school, community, organization or workplace. What term defines the mixing and blending of many people of different cultures who are involved in a similar activity or setting? A. Harassment B. Cultural Diversity C. Ethical Behavior D. Rights and Responsibilities
25.	Communications	You can give a message to somebody by A. Speaking B. Writing C. Body language D. Any of the above
26.	Teamwork	Which of the following activities requires good teamwork? A. Service-Learning B. Community Service C. Jump into STEM D. All of the above
27.	Decision Making	Which of the following should not be included when your team needs to make a decision? A. Goals B. Debate C. Harassment D. Consensus

28.	Decision Making	Making a decision in a formal business meeting requires the use of A. Force B. A main motion C. Intimidation D. Group consensus
29.	Teamwork	Which teamwork skill(s) are needed for a successful chapter project? A. Consensus B. Debate C. Goal setting D. All of the above

*Part 3: SkillsUSA Framework: **Technical Skills Grounded in Academics** including Computer and Technology Literacy, Job-Specific Skills, Safety and Health, Service Orientation, Professional Development*

30.	Health and Safety	Which color normally designates danger? A. Blue B. Red C. Green D. Black
31.	Professional Development	Which is a good example of a chapter Professional Development activity? A. Guest Speaker B. Community Service C. Chapter meeting D. SkillsUSA Championships
32.	Computer and Technology Literacy	Which of the following is not an example of social media? A. Facebook B. LinkedIn C. Professional Development Program D. Pinterest
33.	Computer and Technology Literacy	Which type of software would you use to compose a letter to your employer or teacher? A. Spreadsheet B. Word processing C. Data base D. Presentation
34.	Computer and Technology Literacy	Which type of software would you use to keep records of your chapter's membership? A. Spreadsheet B. Word processing C. Data base D. Presentation
35.	Computer and Technology Literacy	Which type of software would you use to invoice a customer for service provided? A. Spreadsheet B. Word processing C. Data base D. Presentation

36.	Safety and Health	Which federal agency deals with matters of safety? A. FAA B. FBI C. IRS D. OSHA
37.	Safety and Health	Which office in a company deals with employee's health insurance? A. President's office B. Human Resources C. Accounting D. Billing

*Part 4: SkillsUSA*

38.	SkillsUSA	The hands in the SkillsUSA emblem represent: A. Knowledge B. Patriotism C. Individual D. SkillsUSA
39.	SkillsUSA	What is the newest division of SkillsUSA? A. High School B. Alumni C. College/Postsecondary D. Middle School
40.	SkillsUSA	Who is the Executive Director of SkillsUSA? A. Tim Lawrence B. Barak Obama C. Bob Green D. Terry Silver
41.	SkillsUSA	Preparing for Leadership in the World of Work is the SkillsUSA... A. Theme B. Motto C. Brand D. Pledge
42.	SkillsUSA	In the SkillsUSA emblem what do the colors red and white represent? A. Individual states and chapters B. Common union of the states and chapters C. Individual D. SkillsUSA
43.	SkillsUSA	What is the correct name of SkillsUSA's competitive events? A. United States Skills Olympics B. National Competitions C. SkillsUSA Championships D. SkillsUSA Contests
44.	SkillsUSA	Where is the SkillsUSA National Leadership Center located? A. Louisville, Kentucky B. Kansas City, Missouri C. Leesburg, Virginia D. Washington, DC

45.	SkillsUSA	<p>Social Activities are a part of the SkillsUSA...</p> <ul style="list-style-type: none"> <li>A. Pledge</li> <li>B. Program of Work</li> <li>C. Motto</li> <li>D. Mission</li> </ul>
46.	SkillsUSA	<p>Which SkillsUSA activity is held in June?</p> <ul style="list-style-type: none"> <li>A. Membership drive</li> <li>B. State Conference</li> <li>C. Fund Raiser</li> <li>D. National Leadership and Skills Conference</li> </ul>
47.	SkillsUSA	<p>What is the highest honor SkillsUSA presents to an adult that automatically pays his/her dues for life?</p> <ul style="list-style-type: none"> <li>A. Honorary Life Membership</li> <li>B. Alumni Service Award</li> <li>C. Outstanding Educator Award</li> <li>D. Advisor of the Year</li> </ul>
48.	SkillsUSA	<p>Which of the chapter officers conducts the meeting?</p> <ul style="list-style-type: none"> <li>A. Secretary</li> <li>B. Recorder</li> <li>C. President</li> <li>D. Parliamentarian</li> </ul>
49.	SkillsUSA	<p>In the SkillsUSA emblem what does the torch represent?</p> <ul style="list-style-type: none"> <li>A. Industrial Society</li> <li>B. Knowledge</li> <li>C. Individual</li> <li>D. Youth</li> </ul>
50.	SkillsUSA	<p>In what year was SkillsUSA founded?</p> <ul style="list-style-type: none"> <li>A. 1965</li> <li>B. 1971</li> <li>C. 1977</li> <li>D. 2000</li> </ul>

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Answer Key

1. B
2. D
3. D
4. A
5. C
6. C
7. A
8. C
9. D
10. A
11. C
12. B
13. D
14. A
15. C
16. C
17. B
18. C
19. A
20. C
21. C
22. A
23. C
24. B
25. D

26. D
27. C
28. B
29. D
30. B
31. A
32. C
33. B
34. C
35. A
36. D
37. B
38. C
39. D
40. A
41. B
42. A
43. B
44. C
45. B
46. D
47. A
48. C
49. B
50. A