Test Type: Development of this multiple-choice assessment was based on the Pennsylvania Academic Standards for Career Education and Work. This assessment is meant to measure factual and theoretical knowledge in the areas of Career Awareness and Preparation, Career Acquisition (Getting a Job), Career Retention and Advancement and Entrepreneurship.

Development Team: The assessment content is based on input from Pennsylvania school counselors at the middle and high school levels.
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 3 hours  
**Number of Questions:** 120  
**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered

- **Career Awareness and Preparation:** 34%  
- **Career Acquisition (Getting a Job):** 18%  
- **Career Retention and Advancement:** 39%  
- **Entrepreneurship:** 9%
Specific Standards and Competencies Included in this Assessment

Career Awareness and Preparation
- Relate careers to individual interests, abilities, and aptitudes
- Analyze career options based on personal interests, abilities, aptitudes, achievements, and goals
- Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices
- Evaluate school-based opportunities for career awareness/preparation
- Justify the selection of a career
- Analyze the relationship between career choices and career preparation opportunities
- Assess the implementation of the individualized career plan through the ongoing development of the career portfolio
- Review personal high school plan against current personal career goals and select post-secondary opportunities based upon personal career interests

Career Acquisition (Getting a Job)
- Apply effective speaking and listening skills used in a job interview
- Apply research skills in searching for a job
- Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation following an interview
- Analyze, revise, and apply an individualized career portfolio to chosen career path
- Demonstrate the application of essential workplace skills/knowledge in the career acquisition process

(Continued on the following page)
Specific Standards and Competencies (continued)

Career Retention and Advancement

• Evaluate personal attitudes and work habits that support career retention and advancement
• Evaluate team member roles to describe and illustrate active listening techniques
• Evaluate conflict resolution skills as they relate to the workplace
• Develop a personal budget based on career choice
• Evaluate time management strategies and their application to both personal and work situations
• Evaluate strategies for career retention and advancement in response to the changing global workplace
• Evaluate the impact of lifelong learning on career retention and advancement

Entrepreneurship

• Analyze entrepreneurship as it relates to personal career goals and corporate opportunities
• Analyze entrepreneurship as it relates to personal character traits
• Develop a business plan for an entrepreneurial concept of personal interest and identify available resources

(Continued on the following page)
Sample Questions

An individual who wants to be ready for emerging opportunities in the workplace needs to
A. maintain good performance
B. make sure to have reliable references
C. pursue training to keep up with changes
D. stay in one job for as long as possible

A general rule in responding to an interviewer's questions is to provide
A. a reasonably short, thoughtful response
B. short "yes" or "no" responses
C. lengthy, detailed responses
D. another question to the interviewer

One benefit of lifelong learning to the employee is
A. taking time away from work to take classes
B. gaining new skills for future opportunities
C. receiving a guaranteed pay increase when class is over
D. working toward a college degree

Time management can be referred to as
A. the ability to complete work and solve problems in a specified period
B. the understanding of how knowledge and skills are used in an occupational context
C. the understanding that the learning process extends beyond the school environment
D. using prior knowledge to create ideas and products

Entrepreneurs develop a workflow diagram to
A. show the reporting relationship of company employees
B. have a graphic representation of a sequence of tasks to accomplish an activity
C. develop a plan for business operations
D. enable company employees to understand their own position within the company

(Continued on the following page)
Sample Questions (continued)

A person who has a strong interest in sports, healthy eating, and practicing exercise routines would be best suited for which of the following careers?
   A. chemical engineer  
   B. art therapist  
   C. physical therapist  
   D. cosmetologist

A well-constructed speech will have a
   A. conclusion that makes a recommendation  
   B. heavy emphasis on background information  
   C. conclusion based on personal opinion  
   D. minimum number of visuals

The main purpose of a cover letter is to
   A. list skills and abilities  
   B. thank a prospective employer for an interview  
   C. make introductions and provide reasons the resumé is worth reviewing  
   D. provide a prospective employer with a writing style sample for review

A _____ agent is an employee who helps implement organizational transformation.
   A. change  
   B. free  
   C. network  
   D. revolutionary

Which of the following is a personal characteristic of a successful entrepreneur?
   A. highly motivated  
   B. focused on short-term goals  
   C. unwilling to compromise  
   D. overly cautious