

Lifelong Employment

	Total Points Earned
25	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Directions: Employee benefits can be valuable extras offered beyond wages. Match the employee benefit with the correct example.

- | | |
|------------------------------------|--|
| _____ 1. Insurance | a. Paid tuition to take college courses |
| _____ 2. Retirement | b. Health, life, or disability |
| _____ 3. Flexible spending account | c. Discounted gym membership |
| _____ 4. Personal leave | d. Matching funds the employee contributes to a retirement account up to a limit |
| _____ 5. Flexible scheduling | e. A pre-tax account used to pay for designated expenses, such as medical expenses |
| _____ 6. Formal training | f. Paid or unpaid days to use as the employee desires |
| _____ 7. Wellness | g. working from home or working a modified schedule |

Directions: Answer the following questions using complete sentences.

8. Why it is important to consider all aspects of a job before accepting the position? Provide at least two reasons. (2 points)
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9. Max has applied for a new job and thinks it would be a good fit based on the job description he read online. What are three questions he should ask during the interview and consider if he is offered the job? (3 points)

10. Alexis found job postings online in two different cities. Before applying for either, she used a cost of living calculator to determine the equivalent salaries in both locations. Why is this an important step in an employment search? (2 points)

11. Jim has two job offers that would pay equivalent salaries. Offer A requires that he drive 7 miles each way to work through city traffic. Offer B requires that he drive 20 miles each way on fairly uncongested freeways. As part of his job location comparison, list a pro and a con for each offer. (4 points)

	Offer A	Offer B
Pro		
Con		

12. What are three things you can do today to help create employment opportunities for yourself in the future? (3 points)

Directions: Determine if the following questions are true or false.

_____ 13. It is not uncommon for prospective employers to check social media sites before offering a job to an applicant.

_____ 14. Employees who continually update their skills and knowledge are generally regarded as more employable to employers.

_____ 15. A person’s personal life is separate from, and therefore cannot impact, a person’s professional life and employment.

_____ 16. To be held in the highest regard as a potential (and current) employee, online postings should contain proper grammar, spelling and writing.