



Professional Development Test

A test of your
Leadership and Professional Skills Knowledge

1. When did the organization's name change from SkillsUSA-VICA to SkillsUSA?
 - a) July 4, 1999
 - b) September 1, 2004
 - c) January 1, 2000
 - d) June 1, 2000

2. In a business meeting, how many people preside at one time?
 - a) 1
 - b) 2
 - c) 3
 - d) 4

3. When using parliamentary procedure during a regular meeting, what kind of vote can be taken?
 - a) Voice
 - b) Hand
 - c) Standing
 - d) All of the above

4. "I Believe in the American Way of Life" is a part of the SkillsUSA:
 - a) Motto
 - b) Theme
 - c) Pledge
 - d) Creed

5. Minutes of a meeting are a record of:
 - a) What was said
 - b) The opinion of the secretary
 - c) Business transacted
 - d) All of the above

6. What is the current SkillsUSA theme?
 - a) Your Passport To Success
 - b) Quality at Work – Skills for the Future
 - c) SkillsUSA: Champions at Work
 - d) We Build the Skills That Make America Great

7. Which officer is the authority and consultant to the president on procedural matters?
 - a) Secretary
 - b) Parliamentarian
 - c) Vice President
 - d) Historian

8. What is a method of creating a lot of ideas in a short period of time to expand one's thinking?
 - a) Teaming
 - b) Reading
 - c) Developing
 - d) Brainstorming

9. What is NOT part of the official SkillsUSA dress code?
- a) Black skirt or black dress slacks
 - b) White dress shirt
 - c) Black dress shoes
 - d) White socks
10. What is an important point to remember when making a presentation?
- a) Good eye contact
 - b) Good posture
 - c) Speak slowly and clearly
 - d) All of the above
11. Which term describes a person's income before any deductions?
- a) Interest
 - b) Gross
 - c) Net
 - d) Viability
12. An auditory learner:
- a) Learns best by seeing diagrams and directions
 - b) Learns best by using the actual tools
 - c) Learns best by working alone
 - d) Learns best when someone explains to them
13. What is the term given to an unpaid experience in which you observe and participate in a specific occupation?
- a) Coop
 - b) Internship
 - c) Apprenticeship
 - d) Job Shadowing
14. Training in the opening and closing ceremonies develops:
- a) Poise
 - b) Teamwork
 - c) Voice control
 - d) All of the above
15. Public Relations is the responsibility of which officer?
- a) President
 - b) Reporter
 - c) Secretary
 - d) Historian
16. What term describes the forms and practices of correct behavior?
- a) Etiquette
 - b) Competitive Spirit
 - c) Résumé
 - d) Mores

17. If you lose your job, you should:

- a) Prepare a personal budget
- b) Express your anger or sadness to your supervisor
- c) Ask your supervisors about benefits for exiting employees
- d) Sign up for welfare

18. Who has the right to speak FIRST on a motion?

- a) President
- b) Person who made the motion
- c) Member in favor of the motion
- d) Member opposed to the motion

19. SkillsUSA prepares students to be leaders in their occupations by helping them develop:

- a) Technical knowledge
- b) Technical skill
- c) Positive work attitudes
- d) All of the above

20. What is the SkillsUSA motto:

- a) Quality at work
- b) Fostering a deep respect for the dignity of work
- c) Preparing for leadership in the world of work
- e) None of the above

21. The words "foster" and "create" can be found in the:

- a) SkillsUSA Pledge
- b) SkillsUSA Creed
- c) SkillsUSA Purposes
- d) SkillsUSA Motto

22. The color blue represents the:

- a) Individual
- b) Youth
- c) Common union of the states and chapters
- d) Gavel color

23. _____ setting is an important factor in being successful.

- a) Time
- b) Goal
- c) Assignment
- d) Home

24. Receiving all chapter funds in a safe and businesslike manner and maintaining a record of all income and expenses is the job of the _____.

- a) President
- b) Secretary
- c) Treasurer
- d) Parliamentarian

25. Remember, you never get a second chance to make a _____ impression.

- a) Second
- b) Last
- c) First
- d) Respectful

26. Professional development activities assist students in making a smooth transition from education into the _____.

- a) World of work
- b) Professional society
- c) Management world
- d) All of the above

27. Taking hotel "souvenirs" such as ashtrays, towels and glasses is _____.

- a) Fun
- b) Expected
- c) Unethical
- d) All of the above

28. What color of pen should be used when filling out a job application?

- a) Pencil
- b) Blue or black
- c) Red
- d) Green

29. The vice president's job includes the following:

- a) Is responsible for program planning
- b) Prepares a year-end report
- c) Secures guest speakers
- d) All of the above

30. If there is no second to a motion, the motion is _____.

- a) Passed
- b) Carried
- c) Tabled to the next meeting
- d) Dies

31. When assembling your portfolio for employment in your profession, which of the following should NOT be included in your portfolio:

- a) Résumé
- b) Letters of recommendation
- c) Job application
- d) Samples of your best work

32. To make a motion at a meeting, you must state your motion by saying:

- a) "I state that"
- b) "I move that"
- c) "I make the motion that"
- d) "I observe that"

33. When reciting the SkillsUSA pledge, you are making a promise to prepare _____ as a productive worker and citizen.

- a) Your instructors
- b) Yourself
- c) Your chapter president
- d) Your local chapter

34. How many main motions may be on the floor at any one time?

- a) 1
- b) 2
- c) 3
- d) 4

35. Which information should NOT be included in a résumé?

- a) Religious beliefs
- b) Full legal name
- c) Awards
- d) Former employers

36. In family-style dinners, the salt and pepper should be passed:

- a) Separately
- b) Together
- c) Salt before pepper
- d) Pepper before salt

37. After a company has hired you and before you can be paid, you will have to complete a federal form that tells the employer how many deductions you will claim for taxes. What is the name of this form?

- a) W-4
- b) W-2
- c) 1040
- d) 1040A

38. SkillsUSA has two active divisions, which are:

- a) Secondary and Postsecondary
- b) Student and Professional
- c) High School and College/Postsecondary
- d) Alumni and Professional

39. Who would you ask to write a letter of reference?

- a) Boyfriend/girlfriend
- b) Parents
- c) Teachers/employers
- d) Relatives other than parents

40. What is the accepted gratuity for good service in a restaurant?

- a) 5-10%
- b) 15-20%
- c) 25-50%
- d) 50-60%

41. A basic rule of business meetings is:
- a) Rules are enforced by the membership
 - b) A maximum of two subjects can be discussed at a time
 - c) Rights of the majority are protected
 - d) Each member may express opinions
42. In what year was the SkillsUSA organization founded?
- a) 1997
 - b) 1950
 - c) 1970
 - d) 1965
43. The officer responsible for preparing minutes is:
- a) The treasurer
 - b) The parliamentarian
 - c) The secretary
 - d) The vice president
44. What is the Web address of SkillsUSA?
- a) www.skillsusavica.org
 - b) www.skillsusa.org
 - c) www.skillsusa.com
 - d) www.skillsusa.edu
45. Who decides ultimately whether you succeed or fail?
- a) Your teacher
 - b) Your parents
 - c) Your friends
 - d) You and you alone
46. What does the acronym PDP stand for?
- a) Personal Development Properties
 - b) Passive Deterrent People
 - c) People Doing Program
 - d) Professional Development Program
47. Every state in the U.S. has state _____ elected to serve on a body that develops policies and laws.
- a) Legislators
 - b) Police
 - c) Judges
 - d) Attorneys
48. Business meetings represent _____ in action.
- a) Nothing
 - b) People
 - c) Democracy
 - d) None of the above

49. Develop a _____ handshake so a person's first impression of you will be a good one.

- a) Bone crushing
- b) Firm
- c) Limp
- d) Dead fish

50. A group of people joined in a cooperative activity is defined as a/an _____.

- a) Team
- b) Work force
- c) Educators
- e) None of the above

GOOD LUCK!

Professional Development Test - Answer Key -

1. B
2. A
3. D
4. D
5. C
6. C
7. B
8. D
9. D
10. D
11. B
12. D
13. D
14. D
15. B
16. A
17. C
18. B
19. D
20. C
21. C
22. C
23. B
24. C
25. C
26. D
27. C
28. B
29. D
30. D
31. C
32. B
33. B
34. A
35. A
36. B
37. A
38. C
39. C
40. B
41. D
42. D
43. C
44. B
45. D
46. D
47. A
48. C
49. B
50. A