

SkillsUSA (VICA) Knowledge and Leadership Self-Test



1. Why should students NOT enroll in occupational training programs?
 - a. To work toward a career
 - b. To develop business and industry contacts
 - c. To avoid taking math, science, or English classes
 - d. To work toward financial independence

2. Only one VICA club per school is allowed.
 - a. True
 - b. False

3. A person's code of ethics defines his or her principles or standards of right and wrong.
 - a. True
 - b. False

4. A professional code of ethics includes both legal and moral standards.
 - a. True
 - b. False

5. Personal values rarely affect career choices.
 - a. True
 - b. False

6. A career should align with one's personal values, interests, and abilities.
 - a. True
 - b. False

7. Effective decision-making can be broken down into six steps.
 - a. True
 - b. False

8. A new supervisor should be liked by all workers in order to be effective.
 - a. True
 - b. False

9. Which goal should a supervisor work toward in order to succeed and improve worker moral?
- Keep attention on getting work done
 - Be as fair as possible
 - Avoid taking a worker's negative feelings personally
 - All the above
10. To be more productive, workers need ways to measure and use time more effectively.
- True
 - False
11. Which trait or traits do employers expect from their employees?
- Cooperation and acceptance of evaluation
 - Honesty
 - Initiative
 - All the above
12. Which characteristic should employees expect from their employers?
- Understanding of job requirements
 - Fair payment for labor
 - Equal treatment for all employees
 - All of the above
13. Effective communication, care for people, flexibility, dependability, optimism, and perseverance are traits of good leaders.
- True
 - False
14. Good table manners include entering into table conversation.
- True
 - False
15. A coatroom clerk at a restaurant is usually NOT tipped.
- True
 - False
16. Employees should stand when an authority figure (employer) joins them for a meal.
- True
 - False
17. It is a good idea to use big words when writing in order to impress people.
- True
 - False

18. Self-concept affects verbal communication.

- a. True
- b. False

19. When speaking, always use a vocabulary that others can understand.

- a. True
- b. False

20. Professionals respect themselves and others.

- a. True
- b. False