

Name \_\_\_\_\_

**MULTIPLE CHOICE. Choose the one alternative that best completes the statement or answers the question.**

- 1) Housing expenses should not exceed \_\_\_\_\_ percentage of gross monthly income. 1) \_\_\_\_\_  
A) 30%  
B) 50%  
C) 15%  
D) 4%
  
- 2) It is wise to consult with which of these professionals when starting your own business? 2) \_\_\_\_\_  
A) Lawyer  
B) Accountant  
C) Insurance agent  
D) All of these
  
- 3) Which is NOT recommended during an interview? 3) \_\_\_\_\_  
A) Wear shoes that are not sneakers  
B) Wear a shirt with a collar  
C) Have clean hair  
D) Wear jeans
  
- 4) What is the name of the General Motors technician training program? 4) \_\_\_\_\_  
A) ASEP  
B) T-TEN  
C) PROTECH  
D) None of these
  
- 5) Your paycheck represents your \_\_\_\_\_ earnings. 5) \_\_\_\_\_  
A) net  
B) gross  
C) FICA  
D) none of these
  
- 6) Who might be good references? 6) \_\_\_\_\_  
A) Pastor  
B) Teacher  
C) Family friend  
D) All of these
  
- 7) Which form is used to report tax withholding? 7) \_\_\_\_\_  
A) W-4  
B) MSDS  
C) Job application  
D) None of these

- 8) When searching for a job, which of these should be considered? 8) \_\_\_\_\_
- A) Drug testing policy
  - B) Experience requirements
  - C) Tools needed
  - D) All of these
- 9) Which of these are wise things to do when completing the employment process? 9) \_\_\_\_\_
- A) Follow up the interview with a letter thanking the manager for his/her time.
  - B) Emphasize your strengths and skills in the interview.
  - C) Introduce yourself and speak with confidence.
  - D) All of these
- 10) For an employer/employee relationship to exist, which of these must be TRUE? 10) \_\_\_\_\_
- A) The employer directs the employee to report to work and assigns work responsibilities.
  - B) The employer controls the times and location the employee is to report to work.
  - C) Both A and B must be true for an employer/employee relationship to exist.
  - D) Either A or B must be true, but not necessarily both.