

Chapter 22 Personal Finance

Matching

Match the following terms with their definitions.

- A. background check
- B. behavioral question
- C. chronological résumé
- D. cover message
- E. diversity
- F. employment verification
- G. etiquette
- H. hypothetical question
- I. job application
- J. job interview
- K. mock interview
- L. portfolio
- M. reference
- N. résumé
- O. stereotype

- _____ 1. Meeting in which an applicant and the employer discuss the job and the candidate's skills.
- _____ 2. Lists employment information with most recent employer listed first.
- _____ 3. Practice interview conducted with another person.
- _____ 4. Investigation into personal data about a job applicant.
- _____ 5. Art of using good manners in any situation.
- _____ 6. Selection of related materials that an individual has created to show qualifications, skills, and talents to support a career or personal goal.
- _____ 7. Form with spaces for contact information, education, and work experience.
- _____ 8. Person who can comment on the qualifications, work ethic, personal qualities, and work-related aspects of another person's character.
- _____ 9. Belief or generalization about a group of people with a given set of characteristics.
- _____ 10. Having people from different backgrounds, cultures, or demographics come together in a group.
- _____ 11. Process through which the information provided on an applicant's résumé is checked to verify that it is correct.
- _____ 12. Draws on an individual's previous experiences and decisions.
- _____ 13. Letter or e-mail sent with a résumé to introduce the applicant and summarize his or her reasons for applying for a job.
- _____ 14. Document that profiles a person's career goals, education, and work history.
- _____ 15. Requires a candidate to image a situation and describe how he or she would act.