

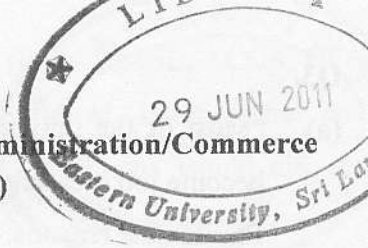
**EASTERN UNIVERSITY, SRI LANKA**

**Faculty of Commerce and Management**

**First Year-First Semester Examination in Bachelor of Business Administration/Commerce**

**2009/2010 (April/May 2011) (Proper/Repeat)**

**MGT 1032 Career Guidance**



**Answer all four (4) questions**

**Time: 02 Hours**

**Q1.**

(a) Define the following terms in the context of career guidance.

1. Career
2. Career Guidance
3. Job
4. Occupation

**(04 x 02 = 08 Marks)**

(b) Indicate at least 3 elements of each system of the career framework given below.

1. Individual systems
2. Social system
3. Environmental-social system

**(09 Marks)**

(c) What do you understand by the term 'employability'? Develop an employability skills map that is need for a university graduate or job seeker.

**(08 Marks)**

**(Total 25 Marks)**

**Q2.**

(a) Preparing a portfolio to get suitable job is a very important step in career guidance. What do you understand by the term 'portfolio' in the context career guidance? List out at least five documents you must include in your personal resource portfolio.

**(07 Marks)**

(b) According to the four stages of career development model identify your present stage and state the reasons for it and also explain the characteristics of that stage?

**(08 Marks)**

(c) Why your attitudes, aptitudes, interests, personal characteristics/personality and values are so important in your career choice? Briefly explain each individually.

**(10 Marks)**

**(Total 25 Marks)**

Q3.

(a) "Most of the university graduates want to get jobs in the government sector rather than become job creators/entrepreneurs in Sri Lanka" Do you agree or disagree with this statement? Explain the reasons.

(10 Marks)

(b) How would you prepare yourself for the future career while you are involved with university studies to become as an employable graduate at the end of your graduation? Explain.

(10 Marks)

(c) What are the five basic categories of services of the career guidance?

(05 Marks)

(Total 25 Marks)

Q4. Read the following job advertisement appeared in the Sunday Observer newspaper carefully and answer the questions given below:

### **Life in motion is full of energy and Opportunity**

#### **About Us**

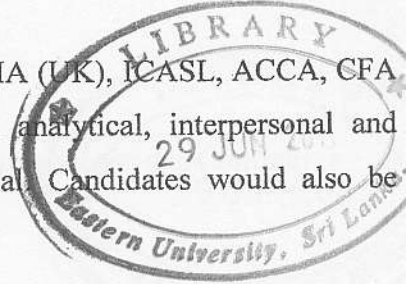
Driven by passion to serve our customers better, we at HNB have continually raised the bar banking excellence in Sri Lanka for well over a century. Today, having won the trust and confidence of our customers both in Sri Lanka and abroad, HNB is proud to be recognized "A bank that puts its customers first".

At HNB, our greatest strength has always been our talented team of professionals... and this an asset we want to strengthen even further by inviting equally dynamic, results oriented young go-getters to join us and become part of our continuing story of success.

#### **Criteria for Management Trainees**

Our ideal applicants would be enthusiastic, self motivated young individuals below 28 years of age. They would possess a degree from a recognized university with a class, preferably in the disciplines of Finance, Marketing, Business Management, Economics, Commerce

Mathematics or Accountancy and / or be fully qualified in CIMA (UK), ICASL, ACCA, CFA or CIM (UK). Excellent communication skills, exceptional analytical, interpersonal and leadership skills and a high level of IT literacy are essential. Candidates would also be required to have initiative and a positive attitude.



Chosen applicants will be given comprehensive training in all key banking areas including corporate banking, retail banking, treasury & trade, operations and marketing.

An attractive remuneration package together with fringe benefits awaits each selected candidate.

Candidates with the fire and passion to take on a challenging career in Banking are invited to send in detailed resumes with the contact details of two non related referees, to reach us.

(a) Assume that you are fully qualified to apply for the above job vacancy. Prepare a two pages Curriculum Vitae (CV)/Bio-data to apply for this vacancy.

(10 Marks)

(b) Prepare a covering letter to apply for the above vacancy.

(05 Marks)

(c) Give a brief outline on how you would prepare yourself for an interview to get the employment advertised in the above organisation.

(10 Marks)

(Total 25 Marks)