

**EASTERN UNIVERSITY, SRI LANKA**

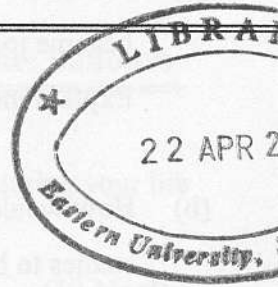
**Faculty of Commerce and Management**

**First Year First Semester Examination in Bachelor of Business Administration/Commerce  
2010/2011 (March-2012) (Re-Repeat and Re-Re-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 matrix 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 Ma

(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 Ma

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

(05 Ma

(Total 25 Ma

Q4.

(a) Assume that you are fully qualified to apply for the post of Management Trainee in a Bank. Prepare a Curriculum Vitae (CV)/Bio-data to apply for this post.

(10 Ma

(b) Prepare a covering letter to apply for the post of Management Trainee.

(05 Ma

(c) Give a brief outline on how you would prepare yourself for an interview to get employment in a private sector organisation in Sri Lanka

(10 Ma

(Total 25 Ma