

**Demonstrate Employability Skills Level 4**  
**2 Hours**  
**March/April 2023**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**  
**WRITTEN ASSESSMENT**

**Time: 2 hours**

**INSTRUCTIONS TO CANDIDATE**

*This paper consists of **TWO** sections **A** and **B***

*Answer **ALL** questions in sections **A** and **B** in the answer booklet provided.*

*Marks for each question are indicated in brackets.*

*Do not write on this question paper.*

*Answer the questions in **English**.*

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**This paper consists of FOUR (4) printed pages.**

**Candidate should check the question paper to ascertain that all the pages are printed as indicated and that no questions are missing.**

**SECTION A (10 Marks)**

*Answer **all** questions in this section, each question carries one mark.*

1. Identify one benefit of having a positive self-image.
  - A. Poor social relationship
  - B. Denial
  - C. Self-acceptance
  - D. Low self-esteem
2. Emotional intelligence is characterized by\_\_\_\_\_?
  - A. Proficient in problem solving
  - B. Better interpersonal relationship
  - C. High abstract thinking capacity
  - D. Good sense of humour
3. \_\_\_\_\_ is the meaning of S in the SMART goal setting.
  - A. Special
  - B. Smart
  - C. Specific
  - D. Speed
4. \_\_\_\_\_ is a symptom of stress.
  - A. Increased concentration
  - B. Exhaustion
  - C. High immune system
  - D. Relaxed
5. How can one manage individual performance at workplace?
  - A. Setting development plans late
  - B. Hiding your plans from your manager
  - C. Knowing the available opportunities and striving to achieve them
  - D. Avoiding informal groups
6. Which one of the following is a process of planning and exercising conscious control of time spent on specific activity in order to work smart?

- A. Time management
  - B. Self-management
  - C. Goal management
  - D. Working smart
7. \_\_\_\_\_ is a workplace ethic.
- A. Integrity
  - B. infidelity
  - C. Minority
  - D. Managing
8. How can an individual manage emotions effectively in a workplace?
- A. Having low resistance to emotions
  - B. Distancing your emotions from others
  - C. Being mechanically strong and flexible
  - D. Expressing ones' emotions in appropriate ways
9. \_\_\_\_\_ is identifying your strengths and weaknesses.
- A. Self-motivated
  - B. Knowing others
  - C. Self-aware
  - D. Self-regulated
10. Which one of the following is the correct definition of the term 'punctual'?
- A. Scheduling your time
  - B. Arriving at a place at an appointed time
  - C. Requesting for permission when you are late
  - D. Arriving at your appointment when you want

**SECTION B (40 Marks)**

*Answer **all** questions in this section*

11. Personal vision and mission sets the direction of long term and short term goals. State **four** steps in creating personal vision and mission. (4 Marks)
12. Identify **three** values associated with emotional intelligence. (3 Marks)
13. List **five** benefits an organization can enjoy when employees are accountable. (5 Marks)
14. Define code of ethics? (2 Marks)
15. State **five** benefits of mentoring programs to employees. (5 Marks)
16. List **four** factors to consider for effective time management. (4 Marks)
17. Stress can cause more harm than good. State **five** ways to reduce stress at work place. (5 Marks)
18. Highlight **three** importance of teamwork. (3 marks)
19. Identify **four** unethical behaviours in the workplace. (4 marks)
20. Emerging issues are impacting organizational life positively and negatively. Highlight **five** emerging issues in an organization. (5 Marks)

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