

Human Resource Management.

1. The type of profit-sharing plan that involves placing company contributions in an irrevocable trust, is _____.
 - A) the cash plan
 - B) the Lincoln incentive system
 - C) the Jefferson incentive system
 - D) the deferred profit-sharing plan

2. _____ proposed a two-factor theory that explains how motivator factors relate to satisfaction and hygiene factors relate to dissatisfaction.
 - A) Frederick Taylor
 - B) Abraham Maslow
 - C) Frederick Herzberg
 - D) David McClelland

3. _____ is typically responsible for paying the fees charged by private employment agencies when they place qualified individuals in jobs.
 - A) The U.S. Department of Labor
 - B) The employer
 - C) The employee
 - D) The state employment commission

4. A mass interview differs from traditional panel interviews in that the team of interviewers interviews _____.
 - A) several candidates simultaneously
 - B) several candidates serially
 - C) several candidates sequentially
 - D) each candidate by using sub-groups of a team

5. A _____ serves to communicate who a company is, what it does, and where it is headed.
 - A) Mission
 - B) Strategic plan
 - C) Code of ethics
 - D) Vision

6. The type of interview that could also be described as somewhat like a general conversation is _____.
 - A) non-directive
 - B) directive
 - C) standardized
 - D) situational

7. The goal of _____ is to provide sure, prompt income and medical benefits to work-related accident victims or their dependents, regardless of fault.
 - A) severance pay
 - B) sick leave
 - C) the Family and Medical Leave Act
 - D) workers' compensation

- _____ is a method of test validation that requires thorough job analysis and accurate job descriptions.
- A) Equivalent form estimate
 - B) Content validity
 - C) Construct validity
 - D) Internal comparison estimate
9. Behaviorally anchored rating scale (BARS) refers to an appraisal which _____.
- A) is based on progress made toward the accomplishment of measurable goals
 - B) combines the benefits of critical incidents, and traditional rating scales.
 - C) requires that the supervisor keep a log of positive and negative examples of a subordinate's work-related behavior
 - D) requires a supervisor to evaluate performance by assigning predetermined percentages of those being rated into performance categories
10. The Employee Retirement Income Security Act (ERISA)_____.
- A) Provides guidelines regarding what rates of return employers should use in computing their pension plan values.
 - B) Covers pension plans and requires employers to have written plan documents that establish terms such as eligibility and participation
 - C) Prohibits an employer's health plan from using incentives to encourage employees to leave the hospital, after childbirth, after less than the legislatively-determined minimum stay
 - D) Limits the ability of health plans to set annual or lifetime maximums on mental and nervous disorder benefits
11. According to the Fair Labor Standards Act, if a worker covered by the act works more than 40 hours in a workweek, he or she will receive overtime pay at a rate of _____ of normal pay for the number of hours worked beyond 40.
- A) 50%
 - B) 100%
 - C) 150%
 - D) 200%
12. A mandatory benefit required by federal or state law is _____.
- A) disability insurance
 - B) workers compensation
 - C) paid time off for vacations and holidays
 - D) health insurance
13. The concept of comparable worth is based on _____.
- A) Title VII
 - B) The Equal Pay Act of 1963
 - C) Executive Order 11246
 - D) The Age Discrimination in Employment Act of 1967
14. According to the Bureau of Labor Statistics, part-time work is defined as less than _____ hours per week.
- A) 20

- B) 30
- C) 35
- D) 40
15. _____ is/are categorized as an indirect payment portion of employee compensation.
- A) Wages
- B) Salaries
- C) Employer-paid insurance
- D) Commissions
16. _____ exists when an employer treats an individual differently because that individual is a member of a particular race, religion, gender or ethnic group.
- A) Disparate treatment
- B) Quid pro quo discrimination
- C) Unintentional discrimination
- D) Adverse impact
17. Factors that establish how the jobs compare to one another and set the pay for each job are called _____.
- A) compensable factors
- B) job evaluation factors
- C) comparison factors
- D) ranking factors
18. FedEx stations have long existed in Kinko's stores to provide customers a convenient location, but FedEx recently acquired Kinko's. This is an illustration of a _____ strategy by FedEx.
- A) vertical integration
- B) diversification
- C) geographic expansion
- D) horizontal integration
19. Graphology, a tool for assessing basic personality traits, is also called _____.
- A) numerology
- B) astrology
- C) polygraph output assessment
- D) handwriting analysis
20. Job duties that employees must be able to perform, with or without reasonable accommodation, are called _____.
- A) essential job functions
- B) job requirements
- C) primary job activities
- D) work activities
21. _____ refers to the ownership employees build up in their pension plan should their employment be terminated before retirement.
- A) Portability
- B) Equity
- C) Vesting
- D) Unemployment

22. The _____ gave employers the right to express their views concerning union organization.
- A) Norris-LaGuardia Act
 - B) Taft-Hartley Act
 - C) Gompers Act
 - D) Landrum-Griffin Act
23. The _____ gives all persons the same right to make and enforce contracts and to benefit from the laws of the land.
- A) Fifth Amendment
 - B) Civil Rights Act of 1866
 - C) Title VII of the 1964 Civil Rights Act
 - D) Civil Rights Act of 1991
24. _____ is training and development method that allows a person to learn by copying the behaviors of others.
- A) On-the-job training
 - B) Programmed learning
 - C) Apprenticeship training
 - D) Behavior modeling
25. The exception to the termination at will doctrine that would protect an employee from dismissal, because employers should not fire employees without good cause, is called the _____ exception.
- A) covenant of good faith
 - B) morality
 - C) implied contract
 - D) public policy
26. Which of the following is not a job analysis method?
- A) Observation
 - B) Reengineering
 - C) Questionnaires
 - D) Employee recording
27. The fourth step in the procedure for developing a guide for structured situational interviews is to _____.
- A) rate the job's main duties
 - B) create interview questions
 - C) write a job description
 - D) create benchmark answers
28. The personality characteristic that captures a combination of achievement and dependability is _____.
- A) neuroticism
 - B) extraversion
 - C) conscientiousness
 - D) agreeableness

29. The point method of job evaluation entails _____.
- A) assigning numerical values to specific job factors
 - B) ranking each job relative to all other jobs based on some overall factor
 - C) arranging jobs in order according to their value to the company
 - D) deciding which jobs have more of the chosen compensable factors
30. The purpose of a strategic plan is to identify _____.
- A) differential advantage
 - B) organizational purposes and objectives
 - C) financial analysis
 - D) success factor
31. The Wagner Act _____.
- A) guaranteed each employee the right to bargain collectively, free from interference, restraint, or coercion
 - B) made yellow dog contracts unenforceable
 - C) provided for secret ballot elections for determining whether a firm's employees would unionize
 - D) banned unions from restraining or coercing employees from exercising their guaranteed bargaining rights
32. Under the Civil Rights Act of 1991, once a plaintiff shows disparate impact, _____ has the burden of proving that the challenged practice is job related for the position in question.
- A) the plaintiff
 - B) the defense attorney
 - C) the employer
 - D) the courts
33. When a manager on international assignment is liable for taxes over and above those he or she would have to pay in their home country, _____ usually pays the extra tax burden.
- A) the employee
 - B) the employer
 - C) the home country
 - D) the host country
34. When evaluating the effectiveness of recruitment sources, _____ should be measured.
- A) the cost of using each source
 - B) the number of applicants produced
 - C) the quality of applicants produced
 - D) the time involved in using each source
35. What is the term for the process of the union inundating communities with organizers to target a particular business?
- A) Recruitment
 - B) Flooding
 - C) Salting
 - D) Labor campaigns

36. Which of the following is a hallmark of the hot stove approach to disciplinary action?
- A) Happens immediately
 - B) Gives consistent consequences
 - C) Provides warning
 - D) All of the above
37. OSHA's primary mission is to search for unsafe working conditions.
- A) True
 - B) False
38. The Corporate and Auditing Accountability, Responsibility and Transparency Act is also known as the Sarbanes-Oxley Act.
- A) True
 - B) False
39. Attempts to structure work conditions so that they maximize energy conservation, promote good posture, and allow workers to function without pain or impairment is called _____.
- A) Isometrics
 - B) Ergotism
 - C) Ergonomics
 - D) Motion study
40. What is the systematic process of determining the skills, duties, and knowledge required for performing jobs in an organization?
- A) Planning
 - B) Job analysis
 - C) Human resource analysis
 - D) Organizational research
41. What is an employee called who is a citizen of the country where the subsidiary is located?
- A) Host country national
 - B) Expatriate
 - C) Third country national
 - D) Operant
42. _____ is a statement of the values adopted by the company, its employees and its directors and sets the tone of top management regarding expected behavior?
- A) Vision statement
 - B) Code of ethics
 - C) Mission statement
 - D) Policy manual
43. What term refers to any perceived difference among people's age, functional specialty, profession, geographic origin, lifestyle, position, or any other perceived difference?
- A) Culture
 - B) Discrimination
 - C) Disparate treatment

- D) Diversity⁴⁴. The utilization of individuals to achieve organizational objectives is:
- A) Human resource management
 - B) Human resource staffing
 - C) Human resource leadership
 - D) Human resource planning
45. _____ is fundamental to union and management relations in the United States?
- A) Politics
 - B) Power process
 - C) Collective bargaining
 - D) Conflict management
46. An agreement that forbids an employee from joining a union is called a yellow-dog contract.
- A) True
 - B) False
47. The agency responsible for enforcing the Civil Rights Act in the workplace is the:
- A) Title VII
 - B) Department of Justice
 - C) OFCCP
 - D) EEOC
48. Type I ethics is the relationship between what one believes and how one behaves.
- A) True
 - B) False
49. One goal of the Health Insurance Portability and Accountability Act (HIPAA) is to eliminate the ability of insurance companies to reject coverage for individuals because of preexisting conditions.
- A) True
 - B) False
50. The following statements about the Family Medical Leave Act (FMLA) are true: (choose all that apply)
- A) Provides employees with up to 12 weeks per year of paid leave
 - B) Applies to employers with 50 or more employees
 - C) FMLA rights apply to employees with and at 1250 hours of service in a 12 month period
 - D) Gives the employee the right to return to the same or an equivalent position