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Question 1

Question Type: MultipleChoice

A word processing unit has five word processors, one proofreader and one supervisor. How many jobs are in the unit?

Options:

A- Two

B- Three

C- Six

D- Seven

Answer:

B

Question 2

Question Type: MultipleChoice

The phrases "lifts cover, lays paper on glass, closes cover and presses start button" are examples of which of the following?

Options:

A- Responsibilities

B- Duties

C- Tasks

D- Task Elements

Answer:

D

Question 3

Question Type: MultipleChoice

When is the base pay structure created?

Options:

A- As soon as job documentation has been completed

B- Prior to completion of the job analysis

C- After the job worth hierarchy is built

Answer:

C

Question 4

Question Type: MultipleChoice

The following people should be involved in job analysis?

Options:

A- Incumbents

B- Analysts

C- Supervisors

D- All of the above

Answer:

D

Question 5

Question Type: MultipleChoice

What are the plan steps in the job analysis process?

Options:

A- Identify what information (critical data) needs to be collected about the jobs (based on the type of job evaluation plan used)

B- Determine the sources of information to be used and who will conduct the data collection

C- Develop a communication plan

D- All of the above

Answer:

D

Question 6

Question Type: MultipleChoice

Job analysis is _____. (PICK THREE)

Options:

A- The systematic, formal study of the job

B- Sed to determine whether a job is exempt or nonexempt

C- Used to identify essential job functions and hiring requirements

D- Used describe the project to any third-party representatives

E- All of the above.

Answer:

A, B, C

Question 7

Question Type: MultipleChoice

Corporate mission or vision is the first step to building the job worth hierarchy.

Options:

A- True

B- False

Answer:

B

Question 8

Question Type: MultipleChoice

Job analysis is the first step to building the job worth hierarchy.

Options:

A- True

B- False

Answer:

A

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