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Question 1

Question Type: MultipleChoice

John's organization has collected several applications for an employment position within his organization. The data collected from these applications must be kept secure and private, especially in light of the Privacy Act of what year?

Options:

A- 1964

B- 1968

C- 1974

D- 2007

Answer:

C

Explanation:

The Privacy Act of 1974 requires organizations to keep EEO-related matters private. This law is designed to protect the information the candidate has given to the organization as part of the application for the employment position.

Answer options B, A, and D are incorrect. These are not valid years from the Privacy Act of 1974.

Question 2

Question Type: MultipleChoice

As an HR Professional you should be familiar with OSHA forms for maintaining employee records. Which OSHA form is used to cover the what, how, when, where, and who or work-related injuries?

Options:

- A- Form 301
- B- Form 300
- C- Form 300A
- D- Form 3165

Answer:

B

Explanation:

Form 300 is OSHA's form that employers can use as a log book to document the how, what, when, where, and who of work-related injuries.

The employer is obligated to complete this form within seven days of learning of a work-related injury.

Answer option A is incorrect. OSHA form 301 is a form for work-related injuries or illnesses incidents. This form is to be kept by the employer for a minimum of five years following the year in which the incident occurred.

Answer option C is incorrect. OSHA form 300A is used to record a numeric summary of all work-related injuries that have occurred in a work environment over the past year. The worksheet defines the incident, the number of employees affected, and the type of injuries and illness. Answer option D is incorrect. There's isn't a Form 3165, but there is 3165 Poster that defines employees' rights under OSHA.

Question 3

Question Type: MultipleChoice

The Americans with Disabilities Act of 1990 identifies an individual with a disability, as a person who has one or more of the following characteristics except for which one?

Options:

- A-** Has a record of such impairment that substantially limits one or more major life activities
- B-** Is regarded as having such impairment that substantially limits one or more major life activities
- C-** Is believed by employers that an individual having a physical or mental impairment substantially limits one or more major employment activities
- D-** Has a physical or mental impairment that substantially limits one or more major life activities

Answer:

C

Explanation:

The basis of an individual with a disability is not left to the interpretation of the employer so this choice is incorrect.

Answer options D, A, and B are incorrect. These are valid statements based on the definitions provided in the Americans with Disabilities Act of 1990.

Question 4

Question Type: MultipleChoice

Which of the following is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and help them re-orientate to the job market?

Options:

- A- Duty of diligence
- B- Exit interview
- C- Utility function
- D- Outplacement

Answer:

D

Explanation:

Outplacement is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and help them re-orientate to the job market.

Answer option C is incorrect. The utility function is a term that describes the exact amount of risk an organization is willing to tolerate.

Generally, the higher the priority of the thing that the risk is affecting, the lower the risk tolerance.

Answer option A is incorrect. The common law term duty of diligence describes an employee's responsibility to act with reasonable care and skill for the employer. This is part of the employee-employer payment contract.

Answer option B is incorrect. An exit interview is conducted by HR department before an employee leaves the company.

Question 5

Question Type: MultipleChoice

Which of the following are the benefits of gainsharing programs? Each correct answer represents a complete solution. Choose three.

Options:

A- Aligns employees to organization goals

- B-** Employees are paid on the basis of group performance rather than individual performance
- C-** Enhances employees focus and awareness
- D-** Helps organization to achieve improvement in key performance measures

Answer:

A, C, D

Explanation:

Following are the benefits of gainsharing programs:

1. Aligns employees to organization goals
2. Helps organization to achieve improvement in key performance measures
3. Enhances employees focus and awareness

Answer option B is incorrect. This is a disadvantage of gainsharing programs.

Question 6

Question Type: MultipleChoice

what nonmathematical forecasting technique uses rounds of anonymous surveys among participants to determine consensus on the direction of employment trends, candidate selection, or other forecasting topics?

Options:

- A- Delphi Technique
- B- Qualitative forecast
- C- Management forecast
- D- Trend analysis

Answer:

A

Explanation:

The Delphi Technique is a nonmathematical forecasting technique to find consensus. The approach uses rounds of anonymous surveys to remove influence of parties and repercussion of opinions.

Answer option C is incorrect. A management forecast is a nonmathematical forecasting technique that relies on organization's managers as a source of expert judgment.

Answer option B is incorrect. Qualitative forecast is a generic term for a qualified forecast based on given information, experience, or preferences.

Answer option D is incorrect. Trend analysis is a forecasting method but it is a mathematical model to predict likely outcomes.

Question 7

Question Type: MultipleChoice

As an HR Professional you must be familiar with several acts of congress, laws, and regulations that address risks in the workplace. Which of the following laws was the first to establish consistent safety standards for workers?

Options:

- A- Mine Safety and Health Act
- B- USA Patriot Act
- C- Occupational Safety and Health Act
- D- Homeland Security Act

Answer:

C

Explanation:

The Occupational Safety and Health Act, 1970, was the first law to address occupational safety risks in the workplace. This act is also known as OSHA.

Answer option B is incorrect. The USA Patriot Act, 2001, addresses national security against terrorism.

Answer option A is incorrect. The Mine Safety and Health Act, 1977, addresses safety specifically of workers in mines.

Answer option D is incorrect. Homeland Security Act, 2002, addresses awareness and prevention for American's security.

Question 8

Question Type: MultipleChoice

You are an HR Professional for your organization and you're preparing your team for a series of interviews. You want the team to be familiar with the validity types you'll use and encourage in the series of interviews. During the interview process, the candidate will need to complete a psychological test to determine his ability to perform in the job role based on collected and desired traits. This is an example of what type of validity?

Options:

- A- Construct-related validity
- B- Criterion-related validity
- C- Content validity
- D- Predictive validity

Answer:

A

Explanation:

Psychological tests are used to measure the aptitude of the individual to perform in a given position, such as sales, medical, or even travel professional. These tests help the interviewer to determine whether the candidate possesses the desired psychological aptitude and characteristics to be successful in the position.

Answer option C is incorrect. Content validity is evidence that the candidate can perform key aspects of the job in the interview process, such as conversing in English and then in Spanish if these were the requirements of the job.

Answer option B is incorrect. Criterion-related validity is an example where performance scores achieved by current employees are based on the criterion used for the selection. For example, current employees can perform better because they can design artwork in particular software programs, so applicants must be able to use the particular software program to qualify for the position.

Answer option D is incorrect. Predictive-validity is a confirmation that the characteristics the candidate tested for during the interview process hold true in the actual performance of the candidate once they've been hired.

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