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Question 1

Question Type: MultipleChoice

Holly and Gary are HR Professionals in their organization and they're working to develop the strategic plan for their organization. Holly and Gary are using SWOT analysis to help understand the needs of human, financial, technological, capital, and other aspects of their organization. What is SWOT?

Options:

- A-** SWOT is an analysis to define the schedule, weaknesses, opportunities, and timetable of a project endeavor.
- B-** SWOT is an analysis to define the strengths, weaknesses, opportunities, and threats an organization may face.
- C-** SWOT is an analysis to define the strengths, weaknesses, openness, and timeliness of an organization.
- D-** SWOT is an analysis to define the seriousness, weaknesses, openness, and timetable of organization development.

Answer:

B

Explanation:

SWOT is an analysis that can be used to determine the strengths, weaknesses, opportunities, and threats. SWOT Analysis is a strategic planning method used to evaluate the Strengths, Weaknesses, Opportunities, and Threats involved in a project or in a business venture. It involves specifying the objective of the business venture or project and identifying the internal and external factors that are favorable and unfavorable to achieving that objective. A SWOT analysis may be incorporated into the strategic planning model.

Answer option C is incorrect. This is not a valid definition of SWOT so this choice is incorrect.

Answer option A is incorrect. This is not a valid definition of SWOT so this choice is incorrect.

Answer option D is incorrect. This is not a valid definition of SWOT so this choice is incorrect.

Question 2

Question Type: MultipleChoice

Validity is an important part of the interview process. All HR Professionals should recognize validity through the interview process. Which one of the following is not one of the four types of validity?

Options:

A- Content validity

- B-** Professional validity
- C-** Construct validity
- D-** Predictive validity

Answer:

B

Explanation:

There are four types of validity that HR Professional should be familiar with: content validity, criterion-related validity, construct validity, and predictive validity. There is no such category as professional validity.

Answer options D, A, and C are incorrect. Predictive validity, content validity, and construct validity are the categories of validity, as part of abiding by the Uniform Guidelines on Employee Selection Procedures.

Question 3

Question Type: MultipleChoice

You are a HR Professional for your organization. You and your supervisor are reviewing the EEO reporting requirements for your company to comply with the reports your firm should file. Which report is collected on odd-number of years from state and local governments?

Options:

- A- EEO-4 Report
- B- EEO-1 Report
- C- EEO-5 report
- D- EEO-3 Report

Answer:

A

Explanation:

The EEO-4 Report, formally known as the state and local government report, is collected on odd years.

Answer option B is incorrect. The EEO-1 Report is collected yearly for firms with 100 or more employees. It reports the race, ethnicity, gender, and job distribution of the organization.

Answer option D is incorrect. EEO-3 Report, formally known as the Local Union Report, is collected on even years. Answer option C is incorrect. This report, formally known as the Elementary-Secondary Staff Information Report, is collected by the EEOC, the Office for

Civil Rights, and the national Center for Education Statistics of the Department of Education. It is collected on even-number of years for school districts with 100 or more employees.

Question 4

Question Type: MultipleChoice

Sally is an HR Professional for an organization and she's working with Holly another HR Professional. Holly is concerned with effectiveness of a new policy. Sally is concerned with the efficiency of the new policy. What is the difference between effectiveness and efficiency?

Options:

- A- These are the same values in human resources.
- B- Efficiency is doing things right. Effectiveness is doing the right things.
- C- Efficiency is being effective when doing things. Effectiveness is doing the right things efficiently.
- D- Efficiency is knowing what to do. Effectiveness is doing what you know you should.

Answer:

B

Explanation:

HR Professionals want to be both effective and efficient, but there is a difference. Efficiency is doing things right. Effectiveness is doing the right things.

Answer option A is incorrect. Efficiency and effectiveness are not synonymous.

Answer option C is incorrect. Efficiency is the correct action to complete a task or policy. Effectiveness is doing the correct task or policy for the organization.

Answer option D is incorrect. Just knowing what to do is not enough. You must know what to do, do the right things, and do these things correctly.

Question 5

Question Type: MultipleChoice

As an HR Professional you must recognize, and be aware of several pieces of legislation that affects your performance as an HR Professional. Which one of the following acts used the terminology "work now, grieve later" to describe the urgency of performing work?

Options:

- A- Clayton Act
- B- National Labor Relations Act
- C- Railway Labor Act
- D- National Industrial Recovery Act

Answer:

C

Explanation:

The Railway Labor Act was a critical win for the management, in that it helped keep trains, and later airlines, from striking - to disrupt travel of citizens. The act was created to keep the trains moving - with a few exceptions, such as safety.

Answer option A is incorrect. The Clayton Act clarified language in the Sherman Antitrust Act, and deemed labor unions and agricultural unions exempt from the Sherman Antitrust Act.

Answer option D is incorrect. The National Industrial Recovery Act guaranteed laborers the right to organize and bargain collectively.

Answer option B is incorrect. The National Labor Relations Act, also known as the Wagner Act, guaranteed the right to self-organization, to form, join, or assist labor organization, to bargain collectively through representatives of their own choice.

Question 6

Question Type: MultipleChoice

Lucas has asked his manager to take time off from work because of a holiday his religion celebrates. Fran agrees but tells Lucas that he will be inspecting his project work to ensure that the work is accurate and not suffering because of the requested time off. This is an example of what?

Options:

- A- Perpetuating past discrimination
- B- Religious persecution in the workforce
- C- Quality control
- D- Disparate treatment

Answer:

D

Explanation:

Fran should not inspect Lucas' work just because he has asked for time off based on a religious holiday.

Answer option A is incorrect. There's no evidence of past historical discrimination in this example.

Answer option B is incorrect. This isn't a valid answer for the question as any discrimination based on religion falls into disparate discrimination.

Answer option C is incorrect. Quality control does inspect the quality of the work, but it's equal for all project deliverables, not just the deliverables tied to Lucas and his request for time off for the religious holiday.

Question 7

Question Type: MultipleChoice

Which of the following requires employers to pay social security tax for employees and to withhold the tax amount from employee paychecks?

Options:

A- Fair Labor Standards Act (FLSA)

- B-** Occupational Safety and Health Administration (OSHA)
- C-** Federal Insurance Contributions Act (FICA)
- D-** Employee Retirement Income Security Act (ERISA)

Answer:

C

Explanation:

Federal Insurance Contributions Act (FICA) requires employers to pay social security tax for employees and to withhold the tax amount from employee paychecks.

Answer option B is incorrect. OSHA stands for Occupational Safety and Health Administration. OSHA is an agency of the United States Department of Labor. It was created by Congress of the United States under the Occupational Safety and Health Act, signed by President Richard M. Nixon, on December 29, 1970. Its mission is to prevent work-related injuries, illnesses, and occupational fatality by issuing and enforcing standards for workplace safety and health. The agency is headed by a Deputy Assistant Secretary of Labor. OSHA issues guidelines and regulations for the safe use of a computer.

Answer option A is incorrect. The Fair Labor Standards Act (FLSA) of 1938 established the minimum wage requirement, laws for protecting American children against labor exploitation, and Criteria for exempt and nonexempt employees.

Answer option D is incorrect. Employee Retirement Income Security Act (ERISA) is an American federal statute that establishes minimum standards for pension plans in private industry and provides for extensive rules on the federal income tax effects of transactions associated with employee benefit plans.

Question 8

Question Type: MultipleChoice

Pat is interviewing Sammy for a job in his organization. During the interview, Pat asks Sammy for a dinner date. Sammy refuses his offer, but thanks him. Pat tells Sammy that a dinner date would be beneficial to the job selection. Sammy still refuses the dinner date. Based on this conversation, Pat decides not to hire Sammy for the position. This is an example of what type of sexual harassment?

Options:

- A- Covert
- B- Quid Pro Quo
- C- Contingent
- D- Hostile Work Environment

Answer:

B

Explanation:

Quid pro quo happens when the acceptance or decline of an unwanted sexual advance leads to a hiring, employment, or workplace decision.

Because Sammy refused the dinner date, Pat didn't hire Sammy.

Answer option A is incorrect. Covert is not a valid sexual harassment term.

Answer option C is incorrect. Contingent is not a valid sexual harassment term.

Answer option D is incorrect. A hostile work environment describes unwelcome sexual conduct that interferes with a person's ability to complete their work, intimidation, or an offensive work environment.

Question 9

Question Type: MultipleChoice

All organizations need prevoyance, or planning, as a part of a manager's duty. As an HR Professional what is the primary purpose of planning?

Options:

- A- Directs the project team and staff to accomplish the project scope
- B- Establishes groundwork for the managers to achieve the goals of the organization
- C- Communicates the direction of the organization
- D- Establishes groundwork for the managers to achieve their goals

Answer:

B

Explanation:

Planning is the foundation for a manager to establish the goals of the organization. Answer option C is incorrect. The organization's mission statement communicates the direction, intent, and purpose of the organization. Answer option D is incorrect. Planning is to provide groundwork for the managers to achieve their goals, but for the organization to achieve its goals. Answer option A is incorrect. Planning, in project management, does provide direction to the project team to reach their goals, but in this context it's planning for the organization, not a project.

Question 10

Question Type: MultipleChoice

If a union wants to organize, it typically moves through five steps to the organizing process. Which one of the following is not one of the five stages of unionization of work force?

Options:

- A- The financing
- B- The campaign
- C- Obtaining recognition
- D- The election

Answer:

A

Explanation:

There is no such stage called 'the financing', so this choice is correct. The five phases of union organizing are: Making a connection, Confirming interest, Obtaining Recognition, The Campaign, and The Election.

Answer option D is incorrect. The election is the final stage of the union organization. It's the actual election to determine if employees will participate in the union.

Answer option B is incorrect. The campaign is the period leading up to the election to determine if employees will participate in the union.

Answer option C is incorrect. Obtaining recognition, the third stage of the unionization process, is to gain recognition from the employer. This stage causes the employer to give the NLRB a list of names and addresses of employees who are eligible to vote in the union certification election.

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