



Worldatwork C2 Practice Questions

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Question 1

Question Type: MultipleChoice

Employee representatives are important in the job analysis process because it depends on company policy.

Options:

- A- True
- B- False

Answer:

B

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Question 2

Question Type: MultipleChoice

The phrases "lifts cover, lays paper on glass, closes cover and presses start button" are examples of Which option best?

Options:

- A- Responsibilities
- B- Duties
- C- Tasks
- D- Task Elements

Answer:

D

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Question 3

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- They may have the most detailed information about their own duties and responsibilities

Answer:

D

Question 4

Question Type: MultipleChoice

What would typically be included under "nature of work" on a job description?

Options:

- A- Knowledge, skills and abilities
- B- Effort and behaviors
- C- Duties and responsibilities
- D- Working conditions

Answer:

C

Question 5

Question Type: MultipleChoice

What are the compenents to the Total Rewards Model?

Options:

- A- Compensation, Benefits, Work-life, Performance & recognition, Development and career opportunities

- B- Compensation, Engagement, Work-life, Performance & Recognition, Development and career opportunities
- C- Pay, Engagement, Work-life, Performance & Recognition, Development and career opportunities
- D- Fulfillment, Engagement, Work-life, Performance & Recognition, Development and career opportunities

Answer:

A

Question 6

Question Type: MultipleChoice

Employee representatives are useful, but not mandatory in the job analysis process.

Options:

A- True

B- False

Answer:

A

Question 7

Question Type: MultipleChoice

What best describes an important factor that should be considered when selecting a job evaluation strategy?

Options:

A- The prevalence of the strategy among industry competitors

B- The availability of a qualified consultant to assist with design and implementation

C- The relative emphasis on either internal equity or external competitiveness

D- The research results on the reliability of different approaches

Answer:

C

Question 8

Question Type: MultipleChoice

What are some ways to encourage effective communication when working with unions / employee representatives?

Options:

- A- Determine the level of participation
- B- Describe the project to any third-party representatives
- C- Emphasize the role of job analysis
- D- Discuss the various approaches
- E- Discuss joint participation if appropriate
- F- The alignment and assessment of organizational, team and individual efforts toward the achievement of business goals. Also gives special attention to employee actions, efforts, behavior or performance.

Answer:

E

Question 9

Question Type: MultipleChoice

Job analysis is _____. (PICK THREE)

Options:

- A- The systematic, formal study of the job
- B- Used to determine whether a job is exempt or nonexempt
- C- Used to identify essential job functions and hiring requirements
- D- Used to describe the project to any third-party representatives
- E- All of the above.

Answer:

A, B, C



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