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Question: 1

Applicant Tracking Systems (ATS) are helpful tools to maintain pre-employment records because they help with ____.

Response:

- A. Retention
- B. Organization and recruiting workflow
- C. Recruiting new staff members
- D. Processing benefit enrollment forms

Answer: B

Question: 2

What's the best explanation of new hire orientation?

Response:

- A. Socializing a new employee among current employees and first-level managers
- B. Introducing a new employee to his or her work team and other coworkers
- C. Introducing a new employee to the company and its goals via meetings with supervisors
- D. Introducing a new employee to the organization and begin the socialization and assimilation process

Answer: D

Question: 3

What is an example of 'processing' an HR medical record?

Response:

- A. Data entry OR sending the information to a benefits carrier
- B. Sending the information to management
- C. Filing it using an HRIS tool
- D. Interviewing employees

Answer: A

Question: 4

Which of the following statements is true regarding the seven characteristics of organizational culture?

Response:

- A. How members of an organization perceive the value placed on each of the characteristics determines if the company is well managed.
- B. How members of an organization perceive the value placed on each of the characteristics determines the unique culture of the organization.
- C. How members of an organization value each of the seven characteristics determines if the organization will be successful.
- D. How members of an organization value each of the seven characteristics determines if it is a good organization to work for.

Answer: B

Question: 5

The metric that measures the average amount of time that employees have been with a company is called _____.

Response:

- A. activity
- B. planning
- C. tenure
- D. turnover

Answer: C

Question: 6

Which of the following human resource management responsibilities ensures the right number of people with the right types of skills are at hand to achieve the organization's goals?

Response:

- A. Employee relations
- B. Human resource development
- C. Staffing
- D. Labor relations

Answer: C

Question: 7

What is the benefit of using the Management by Objectives method?

Response:

- A. This method allows the creation of a list of objectives that is agreed upon at the beginning of the rating period.
- B. This method allows only the 10% of best employees to progress within the company hierarchy.
- C. This method allows a manager to write down the strengths and weaknesses of his employees without any pressure or predetermined criteria.
- D. This method allows anonymous participation.

Answer: A

Question: 8

Why must an organization first identify what constitutes a workplace emergency before conducting safety and emergency preparedness training?

Response:

- A. It is important to gain all employees' buy-in as to what they will be receiving training on.
- B. What constitutes an emergency for an organization can vary widely based on its workplace environment and business purpose.
- C. Although fire is a workplace emergency for all organizations, some lines of business are more prone to fires than others.
- D. It is not important to first identify what constitutes a workplace emergency before conducting safety and emergency preparedness training.

Answer: B

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