

# SHRM

## SHRM-CP

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## Question: 1

When a workplace injury occurs it must be documented and reported to the appropriate administrative personnel in compliance with the regulations of the:

- A. EPA
- B. OSHA
- C. TJC
- D. FDA

**Answer: B**

Explanation:

When a workplace injury occurs, it is essential to follow strict guidelines for documentation and reporting. This process is not just a bureaucratic formality but a critical step in ensuring the safety and health of employees, as well as compliance with legal standards. The correct authority for these regulations in the United States is the Occupational Safety and Health Administration (OSHA).

OSHA is an agency of the United States Department of Labor. Its mission is to ensure safe and healthy working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance. OSHA's standards are designed to reduce the risk of workplace hazards and to provide a framework for managing health and safety issues within the workplace.

When an injury occurs at work, it must be documented immediately. Documentation should include details about the incident, such as the time, place, and circumstances of the injury, as well as any witnesses and the nature of the injury itself. This documentation serves multiple purposes: it helps to manage the injured employee's medical care, it aids in the investigation of the incident to prevent future occurrences, and it ensures compliance with OSHA regulations.

Reporting the injury to the appropriate administrative personnel is equally crucial. This usually means informing direct supervisors, human resources departments, and health and safety officers, depending on the organization's structure. Prompt reporting enables timely intervention, which can mitigate the severity of the injury and expedite the process of medical care and compensation.

It's important to note that all workplace injuries, no matter how minor they may seem, should be reported. This is because some injuries that appear small or insignificant can lead to more serious health issues if left unchecked. Moreover, consistent reporting helps in maintaining accurate health records and can contribute to broader efforts aimed at improving workplace safety through data analysis and policy development.

Compliance with OSHA regulations not only helps in protecting employees but also shields employers from legal liabilities and enhances the overall productivity of the workforce by reducing downtime caused by injuries. Therefore, understanding and adhering to OSHA's guidelines is crucial for all parties involved in the occupational environment.

## Question: 2

A merger in which the businesses involved neither compete nor are related as customer and supplier in any given line of commerce is which of the following?

- A. conglomerate merger
- B. vertical merger
- C. market extension merger
- D. horizontal merger

**Answer: A**

Explanation:

The correct answer to the question is a "conglomerate merger." A conglomerate merger is a type of business combination where the companies involved are neither competitors nor operate within the same supply chain. This means that these businesses do not compete in the same industry nor have a buyer-seller relationship concerning their primary goods or services.

Conglomerate mergers are typically executed to diversify business operations, reduce overall business risk, enter new markets, or capitalize on synergies unrelated to the companies' original line of business. For example, a company that manufactures electronics might merge with a firm that specializes in insurance. Here, there is no direct competition or customer-supplier relationship between the two in their primary markets; instead, they operate in distinctly different sectors.

It is crucial to distinguish conglomerate mergers from other types of mergers, such as horizontal and vertical mergers. A horizontal merger occurs between companies that operate in the same industry and are direct competitors, aiming to consolidate market share, reduce competition, or achieve economies of scale. On the other hand, a vertical merger happens between companies that operate at different levels within the same industry supply chain, such as a manufacturer merging with a supplier or distributor, to enhance supply chain efficiency or secure resource channels.

In terms of legal considerations, although conglomerate mergers might not directly alter competition in a specific market, they are still subject to regulatory review. Authorities might evaluate such mergers to ensure they do not result in diminished competition in broader or related markets or increase the potential for market abuse due to increased power across different industries. The similarity in legal principles applied to market extension and conglomerate mergers lies in the analysis of how these mergers might affect market dynamics, even if the markets are not directly related.

Understanding these differences and definitions is vital for businesses, legal advisors, and policymakers to navigate and strategize around merger and acquisition activities effectively.

### Question: 3

What is the act that states that the 180-day statute of limitations for filing an equal-pay lawsuit regarding pay discrimination resets with each new paycheck affected by that discriminatory action?

- A. Lilly Ledbetter Fair Pay Act of 2009
- B. Fair Labor Standards Act of 1938
- C. Equal Pay Act of 1963
- D. Discrimination Pay Act of 1971

**Answer: A**

Explanation:

The correct answer to the question regarding the act that states that the 180-day statute of limitations for filing an equal-pay lawsuit regarding pay discrimination resets with each new paycheck affected by that discriminatory action is the Lilly Ledbetter Fair Pay Act of 2009.

The Lilly Ledbetter Fair Pay Act was enacted in response to the Supreme Court decision in Ledbetter v. Goodyear Tire & Rubber Co. In that case, Lilly Ledbetter, an employee of Goodyear, filed a lawsuit against the company claiming pay discrimination based on gender under Title VII of the Civil Rights Act of 1964. The Supreme Court ruled against Ledbetter, stating that the statute of limitations for filing her lawsuit expired 180 days after the company initially made the discriminatory wage decision, not 180 days from each paycheck. This ruling was widely criticized as it would effectively shield employers from lawsuits if they could hide their discriminatory behavior for long enough.

As a result, the Lilly Ledbetter Fair Pay Act was signed into law to correct this interpretation and to provide greater protection for workers facing pay discrimination. The Act explicitly states that the 180-day statute of limitations for filing an equal pay lawsuit resets with each paycheck, thereby recognizing that each paycheck reflecting discriminatory compensation is a violation of the law. This change allows individuals who face pay discrimination to seek redress more effectively and extends the period in which they can bring a lawsuit against their employer.

The implementation of the Lilly Ledbetter Fair Pay Act of 2009 marked a significant advancement in labor rights, reinforcing the commitment to equal pay for equal work regardless of sex, race, or other demographic factors. It ensures that victims of discrimination have a fair chance to file a lawsuit and seek compensation for pay discrimination even if the discrimination has been ongoing for an extended period.

### Question: 4

A forecast that estimates when scientific breakthroughs will occur is which of the following?

- A. survey of experts forecast
- B. a survey of buyers' intentions forecast
- C. jury of executive opinion forecast
- D. technological forecast

**Answer: D**

Explanation:

A forecast that estimates when scientific breakthroughs will occur is known as a technological forecast. This type of forecasting focuses on identifying and predicting the timing and nature of technological progress and innovations. It is a critical tool used primarily by industries reliant on technological advancements and by policymakers who plan for future technological impacts on society.

Technological forecasting can take multiple forms, but at its core, it attempts to predict the future characteristics of useful technological machines, procedures, or techniques. One of the primary goals of a technological forecast is to provide businesses and governments with the ability to anticipate changes and to manage technological innovations effectively. This is particularly important in industries where

technology evolves at a rapid pace, such as in information technology, pharmaceuticals, and renewable energy.

The process of technological forecasting involves gathering data about technological trends and using various analytical techniques to project future developments. These techniques can range from quantitative methods, like trend extrapolation and computer simulations, to qualitative methods, such as the Delphi method, which relies on a panel of experts. The chosen technique often depends on the specific nature of the technology being analyzed, the availability of data, and the time horizon over which the forecast is to be made.

It is important to differentiate technological forecasting from other types of forecasting, such as economic forecasting or social forecasting, although they can be interrelated. Economic forecasting might predict the future state of the economy, looking at variables like GDP growth rates, unemployment, or inflation. Social forecasting, on the other hand, focuses on future changes in society, demographics, culture, or human behavior. While these areas can intersect with technological forecasting, particularly when a new technology might impact economic productivity or social patterns, technological forecasts are primarily concerned with the capabilities and uses of new technologies. The relevance of technological forecasting in business cannot be understated. For managers, particularly those involved in strategy and product development, understanding when a new technology will become available can influence a wide range of business decisions. These decisions include the timing of product launches, investments in R&D, and the creation of strategic partnerships. Moreover, an accurate technological forecast can provide a competitive edge by positioning a company as a first mover in adopting new technologies, potentially capturing new markets and delivering enhanced value to customers.

In conclusion, a forecast that estimates when scientific breakthroughs will occur is a technological forecast. This type of forecasting is essential for planning and decision-making in various sectors that depend on the continuous evolution of technology. By anticipating technological changes, organizations can better prepare for the future, optimize their operations, and innovate more effectively.

### Question: 5

Permissive subjects of labor union bargaining are those over which bargaining is neither compelled nor prohibited. Which of the following would NOT be considered a permissive subject?

- A. recruiting standards
- B. peer review
- C. insurance for retirees
- D. wages

**Answer: D**

Explanation:

In labor union bargaining, there are three types of subjects: mandatory, permissive, and prohibited. Mandatory subjects, as defined by the National Labor Relations Act (NLRA), include wages, hours of work, and other terms and conditions of employment. These are issues over which both parties, the employer and the union, are required to negotiate.

Prohibited subjects are topics that cannot be negotiated in the bargaining process, often because they are regulated by law or would require illegal activity.

Permissive subjects of bargaining, on the other hand, are those topics over which bargaining is neither legally required nor prohibited. For permissive subjects, both parties can choose to discuss these issues, but neither party is compelled to reach an agreement or even to include them in negotiations. Furthermore, negotiations on permissive subjects cannot be pushed to an impasse. Examples of permissive subjects might include the setting of business hours, subcontracting decisions, or certain types of employee benefits.

Given the explanation of what constitutes permissive subjects, it is clear that wages do not fall into this category. Instead, wages are a mandatory subject of bargaining. This means that in the context of labor union negotiations, employers and unions must negotiate over wages, and either party can insist on bargaining to an impasse on this subject. Therefore, wages would NOT be considered a permissive subject of bargaining.

## Question: 6

Capital and goods flow easily between countries. One model of capital identifies four types of capital that flow between countries. Machines, tools, and other things that are used to produce other assets are which type of capital?

- A. social capital
- B. manufactured capital
- C. natural capital
- D. human capital

**Answer: B**

Explanation:

The correct type of capital that includes machines, tools, and other items used to produce other assets is "manufactured capital." Manufactured capital refers to the physical, human-made objects that are utilized in the production process of goods and services. This category of capital is essential as it provides the necessary tools and infrastructure that enable production and economic activity.

Manufactured capital differs from other types of capital, such as natural capital, human capital, and social capital. Natural capital encompasses all the Earth's resources and processes that produce value or benefits to humanity, such as forests, minerals, and water systems. Human capital refers to the skills, knowledge, and experience possessed by an individual or population, which is viewed in terms of their value or cost to an organization or country. Social capital, on the other hand, involves the networks of relationships among people who live and work in a particular society, enabling that society to function effectively.

In the context of international trade and investment, manufactured capital is critical because it can be moved or replicated in different locations worldwide. Countries invest in manufactured capital to boost their production capacities, improve efficiency, and foster economic growth. This kind of capital is often at the heart of discussions about foreign direct investment (FDI), where companies establish or expand operations in foreign countries, bringing along machinery, technology, and techniques.

Understanding the role and types of capital that flow between countries is crucial for grasping how global economies interact and depend on each other. Manufactured capital, with its ability to enhance productive capabilities, plays a pivotal role in this dynamic, facilitating the economic development and integration of nations into the global market.

## Question: 7

The goal of risk management is to identify, assess, and resolve risk items before they become threats to a specific project or to the organization. Risk management consists of two broad categories of activities: risk assessment and risk control. Of the following, which would be a part of risk control?

- A. risk monitoring
- B. risk identification
- C. risk analysis
- D. risk prioritization

**Answer: A**

Explanation:

The goal of risk management is to identify, assess, and resolve risk items before they become threats to a specific project or to the organization as a whole. Risk management is comprised of two broad categories: risk assessment and risk control. Each of these categories encompasses a set of activities that contribute to the overall effectiveness of risk management. Risk assessment involves identifying potential risks, analyzing them to understand their implications, and prioritizing them based on their impact and likelihood of occurrence. This is crucial as it sets the stage for further actions in the risk management process. Specifically, Risk identification is about finding and recording possible risks that could affect the project or organization. Risk analysis involves evaluating the risks to determine their severity and the probability of their occurrence. Risk prioritization sorts these risks according to their potential impact and urgency, which helps in allocating appropriate resources and planning mitigations efficiently. On the other hand, risk control is focused on addressing and mitigating risks that have been identified and assessed. This category includes activities such as risk management planning, risk resolution, and risk monitoring. Risk management planning develops strategies and plans to mitigate the impact of risks. Risk resolution involves taking specific actions to mitigate or eliminate risks. Risk monitoring, which is a crucial part of risk control, provides ongoing visibility into risks and their status as the project progresses. It involves regular reassessment of risks, tracking of key risk indicators, and milestone tracking to ensure that risk responses are effective and to identify any new risks that may arise. Therefore, of the options provided – risk identification, risk analysis, risk prioritization, and risk monitoring – the one that is clearly a part of risk control is risk monitoring. This is because it directly involves the ongoing oversight and management of risks after they have been identified and assessed, ensuring that they are being actively handled and that the risk management strategies are effectively minimizing the potential negative impacts on the project or organization.

## Question: 8

Technology management involves the use of existing, new, and emerging technologies to support the HR function, and the development and implementation of policies and procedures governing the use of technologies in the workplace. All of the following describe practices that indicate proficiency in technology management EXCEPT:

- A. identifies, defines, and clarifies customer needs and requirements, and reports on the status of HR services provided and results achieved
- B. implements HRIS that integrate with and complement other enterprise information systems
- C. develops and implements standards and policies for use of technologies in the workplace
- D. coordinates and manages vendors implementing HR technology solutions

**Answer: A**

Explanation:

Technology management in the HR function involves the strategic use of technology to enhance and streamline HR processes. It includes the integration of new and existing technologies into the HR strategy, and the development and enforcement of policies that govern technology use. When evaluating practices that showcase proficiency in technology management, it is important to focus on how these technologies are selected, integrated, and managed to support HR activities.

The following options describe practices indicative of proficiency in technology management: 1.

**\*\*Implements HRIS that integrate with and complement other enterprise information systems\*\***: This practice demonstrates proficiency in technology management as it involves the deployment and integration of Human Resource Information Systems (HRIS) with other systems within the organization. By ensuring that HRIS is compatible with other systems, the HR professional facilitates seamless data flow and enhances the overall efficiency of organizational processes. 2. **\*\*Develops and implements standards and policies for the use of technologies in the workplace\*\***: This is a clear indicator of proficiency in technology management. Developing and implementing comprehensive technology usage policies ensures that there is a standardized approach to how technology is used within the HR function. This not only helps in maintaining consistency and security but also ensures that all technology-related decisions align with the organization's objectives and compliance requirements. 3. **\*\*Coordinates and manages vendors implementing HR technology solutions\*\***: Proficiency in technology management is also evident when an HR professional effectively coordinates with vendors to implement technology solutions. This involves selecting the right vendors, negotiating terms, and managing the implementation process to ensure that the technology solutions delivered meet the specified requirements and are aligned with HR and organizational goals.

Conversely, the practice of **\*\*identifying, defining, and clarifying customer needs and requirements, and reporting on the status of HR services provided and results achieved\*\*** does not directly indicate proficiency in technology management. This activity is more aligned with consultation and general business competencies. It involves understanding the needs of the organization and its employees, and effectively communicating how HR services are meeting these needs. While this skill is crucial for overall business and HR effectiveness, it does not specifically demonstrate the ability to manage or implement HR technologies.

In summary, proficiency in technology management within the HR context is demonstrated through direct interaction with technology—its strategic implementation, policy development, and vendor management. Activities focused purely on customer service and needs assessment, while important, do not specifically reflect skills in managing technology.

## Question: 9

Some employment laws require the employer to hang posters of the information in a visible place in the workplace. Which of the following does not require this?

- A. Equal Employment Opportunity Commission
- B. Occupational Safety and Health Act
- C. Cranley Act
- D. Fair Labor Standard Act

**Answer: C**

Explanation:

In the context of employment law, certain regulations require employers to display informational posters in the workplace to ensure that employees are aware of their rights and responsibilities under various labor laws. These posters typically include information about health and safety, labor standards, and equal employment opportunities.

Among the options provided in the question, the Equal Employment Opportunity Commission (EEOC), Occupational Safety and Health Act (OSHA), and Fair Labor Standards Act (FLSA) are all established entities that mandate the display of informational posters. The EEOC enforces laws against workplace discrimination and requires posters outlining anti-discrimination rights. OSHA promotes the health and safety of workers and mandates posters that summarize the key rights and responsibilities related to workplace safety and health. The FLSA establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments, requiring posters that detail these labor standards.

The Cranley Act, on the other hand, is mentioned as an option but does not correspond to any known or existing employment law or regulatory statute. It seems to be a fictitious or incorrect reference and thus does not require the employer to hang posters related to it. There is no legal obligation associated with a non-existent act, and therefore, it does not fit the criteria of laws requiring informational posters in the workplace.

In conclusion, among the options listed, the Cranley Act does not require employers to hang posters because it is not a recognized law or regulation. Employers must focus on compliance with legitimate and established laws like those enforced by the EEOC, OSHA, and mandated under the FLSA, ensuring that all necessary information is visibly posted for the benefit of their employees.

## Question: 10

Common functions exist within almost every organization. The following are core support functions of an organization, except?

- A. general management
- B. lobbying
- C. human resources
- D. information technology

**Answer: B**

Explanation:

In every organization, certain functions are essential for daily operations and long-term success. These functions typically include general management, human resources, and information technology. Each of

these core support functions plays a vital role in ensuring the smooth operation and strategic management of an organization.

General management is crucial as it involves the overall administration and leadership of the organization. It focuses on the formulation of strategies, decision-making processes, and the coordination of various departments to achieve the company's objectives.

Human Resources (HR) is another fundamental function. HR departments are responsible for managing employee-related processes, including recruitment, training, performance management, and ensuring compliance with employment laws. This function is essential for maintaining a productive and satisfied workforce.

Information Technology (IT) supports organizations by managing and maintaining computer systems, networks, and databases. IT ensures the efficient handling of data, supports communication systems, and provides technical support necessary for all modern enterprises.

On the other hand, lobbying is not considered a core support function of an organization. Lobbying involves activities aimed at influencing public officials and legislators to enact or modify laws in favor of the lobbyist's organization. While lobbying can be important for organizations that need to engage significantly with government policies or regulations, it is not a standard internal support function like HR, IT, or general management. Instead, lobbying is typically a specialized activity that may be carried out by specific staff members or outsourced to professional lobbyists or firms that specialize in governmental relations.

Therefore, when considering the common core support functions of an organization, lobbying does not fit into the same category as general management, human resources, and information technology.

These latter functions are integral to the internal structure and day-to-day operations of practically all organizations, whereas lobbying is a more strategic and external activity.

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