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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