Human Resource Management

1) What is the retirement plan in which the company owns and manages the investments it makes for employees?
   a. Keogh plan
   b. pension plan
   c. IRA plan
   d. 401K plan

   **Competency:** Employee compensation and benefits

2) Managers should conduct formal performance reviews of all employees at least:
   a. Monthly
   b. Weekly
   c. once or twice a year
   d. at the employee's request

   **Competency:** Employee compensation and benefits

3) _______ is a state-managed program that provides temporary income to individuals who have been laid off from their jobs.
   a. Unemployment insurance
   b. Workers' compensation
   c. Medicaid
   d. Medicare

   **Competency:** Government regulations and issues

4) The kinds of tasks that make up a job and the way the workers perform the tasks is:
   a. job description
   b. job design
   c. job enlargement
   d. cross training

   **Competency:** Human resource planning
5) Which one of the following is not normally a sign of poor morale in a workforce?
   a. increased levels of personal productivity
   b. high levels of absenteeism
   c. high levels of turnover
   d. poor external image and difficulties attracting good recruits

   **Competency:** Human resource planning

6) After losing a certification election, a union must wait ___ months before resuming picking a particular employer to be selected as the bargaining representative.
   a. 4
   b. 6
   c. 0
   d. 12

   **Competency:** Labor relations and collective bargaining

7) Effective ___ of the most appropriate employee performance dimensions is a key to the success of the performance appraisal process.
   a. measurement
   b. management
   c. identification
   d. appraisal

   **Competency:** Performance management

8) ___ has the goal of increasing diversity and avoiding discrimination in the workplace.
   a. Affirmative action
   b. Nepotism
   c. Cronyism
   d. Patriotism

   **Competency:** Performance management
9) A transfer often offers an employee:
   a. a better chance for promotion
   b. greater prestige and benefits
   c. more authority
   d. a substantial pay increase

   **Competency:** Staff

10) A collection of tasks and responsibilities that an employee is responsible to conduct is a:
   a. job description
   b. job
   c. job analysis
   d. duties and task list

   **Competency:** Training and development

**ANSWER KEY:**
1. b
2. c
3. a
4. b
5. a
6. d
7. c
8. a
9. a
10. b