



Vendor: HRCI

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QUESTION 1

The Pregnancy Discrimination Act of 1978 prohibits employers from discriminating against employees on the basis of pregnancy, child birth, or other related medical conditions. This law affects organizations having what minimum number of employees?

- A. All organizations with employees must abide by this law
- B. Organizations with 100 or more employees
- C. Organizations with 15 or more employees
- D. This law only addresses federal government employees

Answer: C

Explanation:

This law addresses all organizations that have 15 or more employees.

QUESTION 2

The GHF Corporation is looking to hire four software developers. The average pay for software developers, with the desired skill set, is \$76,000. The GHF Corporation believes that by offering \$80,000 for the starting salary they'll attract better performers than their competitors. What is this scenario an example of?

- A. Lagging the market
- B. Leading the market
- C. Matching the market
- D. Beating the market

Answer: B

Explanation:

When an organization wants to pay more than the market norm, they are considered to be leading the market.

QUESTION 3

You are an HR Professional for your organization. Your organization employs 120 people in the United States. You are required to file the EEO-1 report for your organization by what date?

- A. April 15 of each year
- B. The anniversary date of your organization reaching 100 employees
- C. January 1 of each year
- D. September 30 of each year

Answer: D

Explanation:

The EEO-1 Report, known as the Employer Information Report, must be submitted to the Department of Labor's Office by September 30 of each year for employers with 100 or more employees.

QUESTION 4

As an HR Professional, you are required to post an OSHA poster in a conspicuous place that is easily visible to employees. What OSHA poster lists each of the employee's rights?

- A. OSHA 3165 poster
- B. OSHA 5613 poster

- C. OSHA 5131 poster
- D. OSHA 3615 poster

Answer: A

Explanation:

The OSHA poster with the employee's rights is OSHA poster 3165.

QUESTION 5

Consider your role as a HR Professional in your organization. In your duties you're to keep abreast of market trends, practices in HR, employee attitudes, and your business needs. What component of the HR Impact Model is addressed in this situation?

- A. Programs and processes
- B. Policies and procedures
- C. Catalyst
- D. Consultation

Answer: C

Explanation:

The HR Professional in this role of the catalyst is involved in the HR practices, trends, business needs, and understands the company's culture and employee attitudes.

QUESTION 6

As an HR Professional, you must be familiar with certain theories and insights about organizational culture, organizational development, and management. Who addressed organizational culture as "that's the way we do things around here"?

- A. Frederick Herzberg
- B. Allen A. Kennedy
- C. Edgard Schein
- D. W. Edwards Deming

Answer: C

Explanation:

Edgard Schein of MIT's Sloan School of Management is the individual who defined organizational culture as "that's the way we do things around here."

QUESTION 7

As an HR Professional you need to be familiar with the Age Discrimination in Employment Act 1967. What is the maximum age this act applies to people?

- A. There is no age limit in the act
- B. 65
- C. 70
- D. 75

Answer: A

Explanation:

The Age Discrimination in Employment Act 1967 has no age limit on the employees or job applicants.

QUESTION 8

You are the HR Professional for your organization and you're working with the management to define the role of contractors versus employees in your organization. According to the Internal Revenue Service, there are three categories of control that help determine whether a person is a contractor or an employee. Which one of the following is not one of the three levels of control as defined by the IRS for employee versus contractor?

- A. Financial control
- B. Locale of work performed
- C. Behavioral control
- D. Type of relationship

Answer: B

Explanation:

The locale of the work performed is not one of the three levels of control as defined by the IRS. The three levels are: Behavioral control, financial control, and the type of relationship.

QUESTION 9

As an HR Professional you should be familiar with OSHA forms for maintaining employee records. OSHA form 301 is used to document the incident that caused the work-related injury or illness. How long is an organization required to keep the form on record?

- A. One year from the date of the incident
- B. Five years following the year of the incident
- C. Three years following the year of the incident
- D. 90 days following the year of the incident

Answer: B

Explanation:

OSHA Form 301 is an injury and illness incident report that employers are required to keep on file for five years following the year of the injury.

QUESTION 10

Which one of the following best describes Progressive discipline?

- A. Discussion of substandard performance, written warning, final written warning, termination.
- B. Series of documents of employee's incompetence or insubordination that precedes an employee's termination.
- C. Discussion of substandard performance, verbal warning, written warning, and final written warning.
- D. Series of documents of employee's substandard performance prior to each step of discipline or termination.

Answer: C

Explanation:

Progressive discipline usually follows a series of steps of discipline, where each step is slightly more serious than the previous step. The most common steps are: Discussion of substandard performance, verbal warning, written warning, and final written warning.

QUESTION 11

Jennifer is the HR Professional for her organization. Her supervisor, Dan, has asked Jennifer to find the Compa-ratio for Sam. Sam earns \$40,000 as a mechanic, but the midpoint for a mechanic is actually \$50,000. What is the Compa-ratio for Sam?

- A. -\$10,000
- B. 80 percent
- C. 125 percent
- D. \$10,000

Answer: B

Explanation:

The compa-ratio helps organizations determine how closely an employee's pay is in synch with market. You must also consider the length of employment, service, skills, and other factors in the decision for compensation. The ratio is found by dividing the employees' salary (\$40,000) by the midpoint for the role (\$50,000) for the ratio of 80 percent.

QUESTION 12

You are a HR Professional for your organization. You have presented an idea to your staff. The staff members then discuss their ideas based on your presentation. All of the ideas are recorded and collectively ranked from most important to least important (or some other ordinal scale). Through this process a selection or forecast can be made for the organization. What forecasting technique have you used in this scenario?

- A. Nominal group technique
- B. Ratio analysis
- C. Brainstorming
- D. Delphi Technique

Answer: A

Explanation:

The nominal group technique is a facilitated workshop to present an idea, allow brainstorming of additional ideas, and then the solutions are ranked by the group. A forecast can then be created based on the outcome of the exercise.

QUESTION 13

Which of the following are narrative methods of appraisal that require managers to describe the employee's performance? Each correct answer represents a complete solution. Choose three.

- A. Daily review
- B. Field review
- C. Essay review
- D. Critical incident review

Answer: BCD

Explanation:

The narrative methods of appraisal that require managers to describe the employee's performance are as follows:

- 1.Critical incident review
- 2.Field review
- 3.Essay review

The critical incident review requires that during the review period supervisors make notes of successful and unsuccessful performance issues for each employee. A field review appraisal may

be conducted by someone other than the supervisor. This can be a person from outside the organization.

In the essay review, the reviewer has to write a short description about each employee's performance during the year.

QUESTION 14

There are seven stages of internal consulting that an HR Professional must be familiar with. Consider this scenario: Frances has developed an HR training plan for her organization. The plan is comprehensive, aggressive, and will provide organizational development for all levels of employees in the company. Frances is presenting her plan to her organization's management. What level of internal consulting is Fran participating in?

- A. Reviewing, transitioning, and evaluating the project
- B. Gaining agreement to the project plan
- C. Presenting the findings and recommendations
- D. Exploring the situation

Answer: B

Explanation:

Frances is meeting with the management to gain their agreement on the project plan. The plan has not yet been approved.

QUESTION 15

Heather's organization works with a labor union work force. Heather has heard rumors that the union has been trying to create a hot cargo agreement with a supplier. What is a hot cargo agreement?

- A. It's an agreement that an employer will stop doing business with a non-union business.
- B. It's a threat that the union will slow down processing orders for non-union shops.
- C. It's an agreement to rush orders for union-based businesses.
- D. It forces suppliers to join the union.

Answer: A

Explanation:

A hot cargo agreement is an agreement an employer makes to stop doing business with other, usually non-union based businesses.

QUESTION 16

Sexual harassment is a form of sex discrimination and it is illegal in the US based on what law?

- A. Title VII of the Civil Rights Act of 1964
- B. ADA and Rehabilitation Act of 2008
- C. ADEA of 1967
- D. Fair Labor Standards Act of 1958

Answer: A

Explanation:

Title VII of the Civil Rights Act of 1964 prohibits discrimination based on race, color, religion, sex, or national origin.

QUESTION 17

As a HR Professional you must understand the laws and regulations, which affect employee compensation. Which of the following was the first to address sanitary working conditions?

- A. Walsh-Healey Public Contracts Act
- B. Portal-to-Portal Act
- C. Davis-Bacon Act
- D. Fair Labor Standards Act

Answer: A

Explanation:

The Walsh-Healey Public Contracts Act addressed contractors with the federal government that exceed \$10,000, to pay an established minimum wage to workers employed through the contract. This act was passed in 1936. This act also addressed, however, the requirements of sanitary working conditions for employees.

QUESTION 18

As an HR Professional you must be familiar with several laws and pieces of legislation that affects your practices. What act makes it illegal to discriminate against older workers with respect to benefits or to target older workers for layoffs?

- A. OWBPA
- B. OASDI
- C. HIPAA
- D. MHPA

Answer: A

Explanation:

The OWBPA, the Older Worker's Benefit Protection Act of 1990, made it illegal for a company to discriminate against or target older workers for layoffs.

QUESTION 19

Your organization employees 475 people and you are the HR Professional for the organization. You're teaching your staff about the EEOC laws and the rights your employees have under these laws. In your state what term is assigned by the EEOC to the local offices that enforce the EEOC laws and any local or state anti-discrimination laws?

- A. Labor offices
- B. Workers Rights Agencies
- C. Fair Employment Practices Agencies
- D. EEOC offices

Answer: C

Explanation:

The Fair Employment Practices Agencies are the local representatives of the EEOC. These FEPAs enforce federal, state, and local laws for employees they represent.

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