



# **HRCI**

## **Exam Questions PHR**

Professional in Human Resources

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#### NEW QUESTION 1

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**

#### NEW QUESTION 2

As an HR Professional you must be familiar with the strategic business management of your organization. Henry Fayol identified five functions of business management which still apply to businesses today. Which one of the following answers correctly identifies the five functions of a manager?

- A. Prevoyance, to command, to execute, to close, and to control
- B. Prevoyance, to organize, to command, to coordinate, and to control
- C. To plan, to organize, to control, to propose, and to close
- D. Initiating, planning, executing, controlling, and closing

**Answer: B**

#### NEW QUESTION 3

Beth works for the HJR Corporation and she feels that she has been discriminated against by her supervisor. Beth would like to file a charge with the EEOC but she's afraid of the repercussions and she doesn't want her identity exposed. Beth asks a lawyer to file the charge for her so she can remain anonymous. Is this legal?

- A. It depends on the state where the charge is being filed, as some states allow anonymous filings while others do not
- B. No, the person who has been discriminated against must file her own charge
- C. No, the person who files the charge cannot remain anonymous
- D. Yes, the person who files the charge can have someone else file the charge on their behalf to protect their identity

**Answer: D**

#### NEW QUESTION 4

A union is performing a jurisdictional strike in front of a construction site. What is a jurisdictional strike?

- A. It is a strike through which the union seeks to pressurize an employer to assign a particular work to its members; rather than to members of other unions or to the non-union worker
- B. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract although there is already an approved contract in place
- C. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract because the current contract between the employer and the union has expired
- D. It is a strike through which the union seeks to pressurize an employer to assign all work to its members, rather than to members of non-union worker

**Answer: A**

#### NEW QUESTION 5

During the organization of a union, it's possible that the union will gain recognition from the management. The management is then obliged to give the NLRB a list of employees who are eligible to vote in the unionization election. What is the name of the list of such employees called?

- A. Constituent List
- B. Union prospectus List
- C. Excelsior List
- D. Candidate List

**Answer: C**

#### NEW QUESTION 6

As an HR Professional, you must be familiar with collective bargaining agreements and the process that rights are given, contracts, and union and management cooperation. With this in mind, what is a rights arbitration?

- A. It is a lawsuit between the collective management and the collective union
- B. It is a formal hearing between the management and the union, to resolve grievances during the construction of a contract
- C. It is a formal hearing between management and union members to resolve grievances during the administration of a contract
- D. It is not a lawsuit, but a resolution of laws and their impact on existing contract

**Answer: C**

#### NEW QUESTION 7

If an employee wants to participate in a union, they'll often have union dues to pay. The employer is obligated to deduct the payment from the employee's paycheck and give it to the union only if which condition is met?

- A. The person requesting for the union dues deduction must make the request in writing
- B. The union representative must contact the employer and verify the request on behalf of the employee
- C. The person requesting for the union dues deduction must be employed for more than 90 days

D. The person requesting for the union dues deduction must be employed for more than 120 day

**Answer:** A

#### NEW QUESTION 8

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

#### NEW QUESTION 9

You are a HR Professional for your organization and you're coaching Thomas on human resources practices, particularly the role of the HR Professional in strategic planning. You tell Thomas the importance of vision, mission, and values of an organization. Thomas asks what the difference is between vision and mission. Which one of the following best describes the difference between vision and mission for an organization?

- A. A vision is the purpose of a compan
- B. A mission is the task the organization aims to accomplis
- C. A vision describes thefuture of the organization while a mission describes the goals of the organizatio
- D. A vision describes the organization's role, what the organization is, and what the organization may aspire to b
- E. A mission describes what the organization will definitely becom
- F. A vision describes an organization's role, what the organization is, and what theorganization wants to becom
- G. A mission describes the organization's purpose for bein

**Answer:** D

#### NEW QUESTION 10

Your organization will be using the factor comparison technique in their evaluations of job performance. You need to communicate what the factor comparison technique accomplishes as you're the HR Professional for your organization. Which of the following best describes the factor comparison technique?

- A. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each jo
- B. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each jo
- C. A monetary value is assigned for each factor to determine its wort
- D. Based on performance, historical information, and value this approach determines the importance and value of each jo
- E. Factor comparison is an evaluationtechnique that involves the ranking of each compensable factor of each jo
- F. A monetary value is assigned for each factor to determine its wort
- G. Based on performance, historical information, and value this approach determines a bonus structure for each jo
- H. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each jo
- I. A monetary value is assigned for each factor to determine its wort
- J. Based on performance, historical information, and value this approachdetermines a pay rate for each jo

**Answer:** D

#### NEW QUESTION 10

John earns \$45,200 per year as a mechanic in your organization. The \$42,500 per year does not include earnings John may have through shift differentials, benefits, overtime, incentives, and bonuses. Which one of the following terms best describes the \$45,200 per year that John earns?

- A. Base pay
- B. Market-demand pay
- C. Hygiene factor pay
- D. Variable pay

**Answer:** A

#### NEW QUESTION 13

The HR Professional must take measures to ensure that he is involved with all areas of the HR Impact Model. What component of the HR Impact Model serves as the process integrator of all components?

- A. Programs and Processes
- B. HR Professional
- C. Catalyst
- D. Consultation

**Answer:** C

#### NEW QUESTION 18

There are seven stages of internal consulting that a HR Professional must be familiar with. Consider this scenario: Mark is a HR Professional for his organization. He is meeting with Tammy and Tammy's supervisor Eric to learn about a conflict between Tammy and Eric. Mark wants to understand both parties before addressing the scenario. Which of the seven stages is Mark, Tammy, and Eric participating in?

- A. Developing recommendations
- B. Implementing
- C. Exploring the situation

D. Gaining agreement to the project plan

**Answer:** C

#### NEW QUESTION 23

Yolanda is an HR Professional for her organization that has 250 employees. Yolanda is working with Thomas, a manager in the company. Thomas reports that Carrie, one of his staff members, will be leaving the organization for a leave absence due to a pregnancy issue. Thomas wants to know if he can terminate Carrie's employment because she won't be able to complete her work due to the pregnancy issue. What's the best answer for this scenario?

- A. Yolanda should tell Thomas that Carrie must return to work within 28 days or the organization can assume that Carrie has resigned
- B. Yolanda should tell Thomas that Carrie's employment can be terminated as pregnancy issues are not allowable time away from the organization
- C. Yolanda should tell Thomas that Carrie's employment can be terminated as the organization does not meet the Pregnancy Discrimination Act with 500 minimum employee
- D. Yolanda should tell Thomas that Carrie must be treated the same way as any other temporarily disabled employee

**Answer:** D

#### NEW QUESTION 28

You are leading a brief presentation for your company about the ERISA program your company participates in. What is ERISA used for?

- A. It protects the interests of those who participate in employee benefit plans
- B. It protects the workers of employee compensation plans
- C. It protects private organizations that have profit sharing plans for employee compensation
- D. It allows private organizations to create investments for workers in profit-sharing plans

**Answer:** A

#### NEW QUESTION 32

What is the FairPay amount that defines, what a person makes, to be considered highly compensated?

- A. \$110,000 or more
- B. \$150,000 or more
- C. \$100,000 or more
- D. \$125,000 or more

**Answer:** C

#### NEW QUESTION 35

Diane is the HR Professional for her organization and she's examining the ranges for the compensation levels of her company. Which one of the following statements best describes what a range for compensation is?

- A. A range specifies the lowest/minimum and the highest/maximum compensation rates for which positions with each grade are federally mandated that employees be paid
- B. A range specifies the lowest/minimum and the highest/maximum compensation rates for which positions with each grade are generally paid
- C. A range specifies the lowest/minimum and the highest/maximum compensation rates for the worth of responsibilities
- D. A range specifies the lowest/minimum and the highest/maximum value for which employees are generally paid through incentive

**Answer:** B

#### NEW QUESTION 39

As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. What is the ally doctrine?

- A. A union may expand upon its primary picketing activity to include employees who are allies of the primary employee
- B. Employers cannot force friends, colleagues, and family members into joining a union picket
- C. Allies of the picketing union can allow allies into the picket line
- D. A union may expand upon its primary picketing activity to include employers who are allies of the primary employee
- E. A union may serve as an ally to another striking union by allowing their members to join the picket against the primary employee

**Answer:** C

#### NEW QUESTION 44

Deal and Kennedy defined the four dimensions of organizational culture that you should be familiar with, as an HR Professional. What dimension of organizational culture is best defined by the hidden hierarchy of power?

- A. Culture network
- B. Joy
- C. Values
- D. Heroes

**Answer:** A

#### NEW QUESTION 48

Your organization has a no-solicitation rule in effect for all employees. How does this rule affect the internal organization of unions?

- A. Unions can only solicit for members with the management's approval, when there's a no-solicitation rule in effect

- B. Unions cannot solicit for membership when there's a no-solicitation rule in an organization
- C. Unions can solicit for membership with the permission of more than 30 percent of the organization
- D. Unions are exempted from no-solicitation rule

**Answer:** B

#### NEW QUESTION 49

Holly is a senior worker in her organization and she is a member of the union. Her position will be eliminated in sixty days and she will be released from the company. Rather than being unemployed, Holly asks the union to move her to a less senior position and release a junior employee. If the union agrees to this, what will this term be known as?

- A. Bumping
- B. Displacement
- C. Releasing
- D. Re-organization

**Answer:** A

#### NEW QUESTION 50

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

#### NEW QUESTION 55

You are completing a Form I-9 with a newly hired employee. Which one of the following documents is not allowed as a proof of identity and employment eligibility for the newly hired employee?

- A. Driver's license
- B. Expired US passport
- C. Certificate of naturalization
- D. Unexpired reentry permit

**Answer:** A

#### NEW QUESTION 56

Robert is the HR Professional for his organization and he's speaking with the federation chairman about the labor and the direction of unions. What is a federation?

- A. A federation is a group of national union
- B. A federation is the same as a union
- C. A federation is a union that has international member
- D. A federation is the governing body of a union

**Answer:** A

#### NEW QUESTION 58

If a union wants to organize, it typically moves through five steps to the organizing process. Which step of union organization would require the union to collect at least 30 percent of signed authorization cards from employees?

- A. Confirm interest
- B. The campaign
- C. Make a connection
- D. Obtain recognition

**Answer:** A

#### NEW QUESTION 63

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 Frances 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

#### NEW QUESTION 68

You are the HR Professional for your organization and you have been asked to hire a project manager. The average market salary for the project management



position, you have available is \$87,500. Which one of the following salaries would be indicative of lagging the market?

- A. \$79,000
- B. \$101,000
- C. \$87,500
- D. \$88,000

**Answer:** A

#### NEW QUESTION 71

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

#### NEW QUESTION 76

As an HR Professional, you should be familiar with OSHA rules, standards, and regulations. Should an organization violate an OSHA standard, there are often penalties that the employer must pay. What is the maximum fine an employer may face for a deliberate and intentional violation of an OSHA standard?

- A. \$100,000
- B. \$10,000
- C. \$50,000
- D. \$70,000

**Answer:** D

#### NEW QUESTION 80

As a HR Professional you must understand the laws and regulations, which affect employee compensation. Which of the following was the first to address a minimum wage for employees?

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

**Answer:** C

#### NEW QUESTION 81

As an HR Professional you must be familiar with particular labor-based acts of congress. One such act is the Taft-Hartley Act which addressed right-to-work states and unions. What does right-to-work states mean for unions and employees?

- A. An organization can fire employees if they're members of union
- B. Union conducts the hiring process for an organization
- C. Employees are not required to join a union to work
- D. Employees must join the union in order to work

**Answer:** C

#### NEW QUESTION 86

As an HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. What legal case found that a test that has an adverse impact on a protected class is still lawful as long as the test can be shown to be valid and job related?

- A. Washington versus Davis, 1976
- B. Griggs versus Duke Power, 1971
- C. McDonnell Douglas Cor
- D. versus Green, 1973
- E. Albemarle Paper versus Moody, 1975

**Answer:** A

#### NEW QUESTION 89

Holly is the HR Professional for her organization and she's examining the type of exemptions for computer employees. What is the minimum rate that the computer employee must earn to be considered exempt?

- A. \$27.63 per hour
- B. \$17.03 per hour
- C. \$45.33 per hour
- D. \$31.23 per hour

**Answer:** A

#### NEW QUESTION 91

Which one of the following presents the seven stages of internal consulting in the correct order?

- A. Exploring the situation, Gathering data, analyzing, and identifying findings, Gathering agreement to the project plan, Developing recommendations, Implementing, Presenting the findings and recommendations, Reviewing, transitioning, and evaluating the project
- B. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Presenting the findings and recommendations, Developing recommendations, Implementing, Reviewing, transitioning, and evaluating the project
- C. Gathering agreement to the project plan, Exploring the situation, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project
- D. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project

**Answer: D**

#### NEW QUESTION 93

You are a HR Professional for your organization and your supervisor is asking you about the details of the Civil Rights Act of 1991, and what it means to your company. He wants to know what the total damages could be if an organization is found liable by a jury trial. What is the maximum amount that could be awarded to a victim of discrimination if the organization is found liable?

- A. There is no limited amount as the jury can determine damages
- B. \$50,000
- C. \$300,000
- D. \$500,000

**Answer: C**

#### NEW QUESTION 95

Which of the following requires employers to pay social security tax for employees and to withhold the tax amount from employee paychecks?

- A. Fair Labor Standards Act (FLSA)
- B. Occupational Safety and Health Administration (OSHA)
- C. Federal Insurance Contributions Act (FICA)
- D. Employee Retirement Income Security Act (ERISA)

**Answer: C**

#### NEW QUESTION 99

Which of the following are non-monetary rewards that a company can provide to its employees?

- A. Recognition
- B. Opportunity to learn
- C. Flexible hours
- D. Cash compensation

**Answer: ABC**

#### NEW QUESTION 100

The Americans with Disabilities Act of 1990 identifies an individual with a disability, as a person who has one or more of the following characteristics except for which one?

- A. Has a record of such impairment that substantially limits one or more major life activities
- B. Is regarded as having such impairment that substantially limits one or more major life activities
- C. Is believed by employers that an individual having a physical or mental impairment substantially limits one or more major employment activities
- D. Has a physical or mental impairment that substantially limits one or more major life activities

**Answer: C**

#### NEW QUESTION 104

You are the HR Professional for your organization. You have just hired a new employee for your company. What form are you and the newly hired employee required to complete to show the employee's identity and eligibility to work in the United States?

- A. IRCA-00
- B. 1099
- C. IRCA-86
- D. I-9

**Answer: D**

#### NEW QUESTION 107

Your organization has decided to close one of the manufacturing plants, where it employs 250 employees. The closing is not a reflection of the employee's performance, but due to poor sales of the equipment the plant produces. What is the employer required to do for the employees in light of the plant closing?

- A. Offer a written notice of the plant closing at least 60 days prior to the closing date
- B. Offer the employees an opportunity to resign from their position with two week severance pay
- C. Offer the employees a transfer to other plants that will remain open
- D. Offer the employees a final performance assessment



**Answer:** A

#### NEW QUESTION 112

Virginia is the HR Professional for her organization and she is reviewing the details of the Age Discrimination in Employment Act (ADEA) of 1967. She tells John, one of her staff members, that the ADEA prohibits discrimination on the basis of age for employees and job applicants who are above a certain age. What age does the ADEA apply to employees and job applicants?

- A. 40 and above
- B. 50 and above
- C. 30 and above
- D. All people regardless of their age

**Answer:** A

#### NEW QUESTION 116

An organization would like to bid on a project, but they don't have enough employees available to complete the work. The organization approaches a competitor with the opportunity to partner on the project to win the work. What type of risk response is used in this instance?

- A. Sharing
- B. Mitigation
- C. Enhancing
- D. Transference

**Answer:** A

#### NEW QUESTION 121

The Department of Labor establishes the rules for unemployment insurance and associated claims. Who administers the unemployment?

- A. Each organization
- B. The Department of Labor
- C. Insurance companies
- D. Each state

**Answer:** D

#### NEW QUESTION 126

As an HR Professional you should be familiar with OSHA forms for maintaining employee records. Which OSHA form is used to cover the what, how, when, where, and who or work-related injuries?

- A. Form 301
- B. Form 300
- C. Form 300A
- D. Form 3165

**Answer:** B

#### NEW QUESTION 129

Your organization will be using the point factor technique in their evaluations of job performance. You need to communicate what the point factor technique accomplishes as you're the HR Professional for your organization. Which one of the following best describes the point factor technique?

- A. Specific compensable factors are identified and then performance levels within the factors are documente
- B. Specific compensable factors are identified and then performance levels within the factors are weighted on importance to theemployee
- C. Performance factors are identified by the employee and then performance levels within the factors are weighted based on importance to the organizatio
- D. Specific compensable factors are identified and then performance levels within the factors are documente
- E. The different factors and levels are weighted based on importance to the organizatio

**Answer:** D

#### NEW QUESTION 131

As an HR Professional, you must be familiar with the collective bargaining agreements and the process that rights are given, contracts, and union and management cooperation. Consider an arbitration process between the management and the union. What term is assigned to the resolution of the disagreement, by an arbitrator's interpretation of the language of the contract?

- A. Resolution
- B. Interpretation
- C. Decision
- D. Outcome

**Answer:** C

#### NEW QUESTION 136

Your organization has 80 full-time employees. Management has recently informed you that they have sold their business and they'll be releasing all employees in the organization. Based on the Worker Adjustment and Retraining Notification Act of 1988, how many days must management give in writing to the employees of this organization before the mass layoff?

- A. 60 days
- B. 120 days
- C. Zero days
- D. 30 days

**Answer:** C

#### NEW QUESTION 138

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

#### NEW QUESTION 139

You are an HR Professional for your organization and you're preparing your team for a series of interviews. You want the team to be familiar with the validity types you'll use and encourage in the series of interviews. During the interview process, the candidate will need to complete a psychological test to determine his ability to perform in the job role based on collected and desired traits. This is an example of what type of validity?

- A. Construct-related validity
- B. Criterion-related validity
- C. Content validity
- D. Predictive validity

**Answer:** A

#### NEW QUESTION 140

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

#### NEW QUESTION 145

Which of the following are established by Fair Labor Standards Act (FLSA) of 1938? Each correct answer represents a complete solution. Choose three.

- A. Criteria for exempt and nonexempt employees
- B. Minimum wage requirement
- C. Laws for protecting American children against labor exploitation
- D. Health insurance requirement

**Answer:** ABC

#### NEW QUESTION 148

Mathematical forecasting is also known as quantitative forecasting. Which one of the following statements best describes mathematical forecasting techniques?

- A. The predictor of future performance is risk analysis of possible outcome
- B. The best predictor of future performance is statistical analysis of past performance result
- C. The best predictor of future performance is structured reviews of current performance
- D. The best predictor of future performance is past performance

**Answer:** D

#### NEW QUESTION 151

Organizational functions, according to Fayol, conform to one of the six functional areas. Which one of the following is not an area of organizational functions for strategic planning?

- A. Sales and marketing
- B. Financial activities
- C. Human resource management
- D. Technical activities

**Answer:** C

#### NEW QUESTION 155

Jan is the HR Professional for your organization. An employee within the organization has filed a charge with the EEOC that discrimination has been done by your organization against her. The EEOC has investigated the case and has found that there is no reasonable cause against your company. The person filing the

charge, however, still believes that discrimination has occurred. How long does this person have, to file a lawsuit against your company?

- A. Once the EEOC has found that there is no reasonable cause, the complainant cannot file a lawsuit to su
- B. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 30 days of the EEOC's finding
- C. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 90 days of the EEOC's finding
- D. Once the EEOC has found that there is no reasonable cause, the complainant can still file a lawsuit within 180 days of the EEOC's finding

**Answer:** C

#### NEW QUESTION 158

Sally is an HR Professional for an organization and she's working with Holly another HR Professional. Holly is concerned with effectiveness of a new policy. Sally is concerned with the efficiency of the new policy. What is the difference between effectiveness and efficiency?

- A. These are the same values in human resource
- B. Efficiency is doing things righ
- C. Effectiveness is doing the right thing
- D. Efficiency is being effective when doing thing
- E. Effectiveness is doing the right things efficientl
- F. Efficiency is knowing what to d
- G. Effectiveness is doing what you know you shoul

**Answer:** B

#### NEW QUESTION 160

Gary is an HR Professional for his organization that has several federal contracts of \$100,000 or more. His organization, as required by VEVRAA, files what form by September 30 each year, which provides the details of the veterans employed by the federal contractor?

- A. Gary must file the EEO-VETS form
- B. Gary must file the VEVRAA ACT-1 report
- C. Gary must file the EEO-1 report
- D. Gary must file the VETS-100 form

**Answer:** D

#### NEW QUESTION 162

Which of the following are the key components of gainsharing? Each correct answer represents a complete solution. Choose three.

- A. The organization and theemployees share the financial gain
- B. If goals for improvements are met, employees and managers share the succes
- C. Managers and employees provide their part of salary for charit
- D. Employees and management work together for reviewing organizational performanc

**Answer:** ABD

#### NEW QUESTION 166

Lucas has asked his manager to take time off from work because of a holiday his religion celebrates. Fran agrees but tells Lucas that he will be inspecting his project work to ensure that the work is accurate and not suffering because of the requested time off. This is an example of what?

- A. Perpetuating past discrimination
- B. Religious persecution in the workforce
- C. Quality control
- D. Disparate treatment

**Answer:** D

#### NEW QUESTION 171

Kelly's organization has posted a new job opening for their organization. This job opening is for a woman to be the restroom attended, for all women's restrooms and locker rooms, in their organization. Kelly believes, however, that the requirement for the applicant to be a female is a violation of the Title VII of the Civil Rights Act of 1964. Which one of the following is the best answer for this scenario?

- A. This is an example of an exception by bonafide occupational qualification to the Title VII of the Civil Rights Act of 1964
- B. This is an example of a violation of the Title VII of the Civil Rights Act of 1964
- C. The sex of applicants is excluded from the Title VII of the Civil Rights Act of 1964
- D. This is not a violation of the Title VII of the Civil Rights Act of 1964 because there is an equal paying and titled job for the men's restroom and locker rooms in the company

**Answer:** A

#### NEW QUESTION 175

If a union wants to organize, it typically moves through five steps to the organizing process. Which one of the following is not one of the five stages of unionization of work force?

- A. The financing
- B. The campaign
- C. Obtaining recognition
- D. The election

**Answer:** A

#### NEW QUESTION 180

Sally is an HR employee for her company. She is primarily interested in serving only in an organizational role where she focuses on creating HR policies and procedures. What is the limitation Sally may subject herself to, if she focuses only on the organizational role?

- A. She'll only be involved in the organization's strategic planning effort
- B. She won't be involved in the organization's strategic planning or change effort
- C. Her organizational impact will be limited to identifying problems, creating policy initiatives, and launching HR program
- D. Her organizational impact will be limited to promoting employee performance

**Answer:** B

#### NEW QUESTION 181

Which one of the following is the best example of a disparate treatment of discrimination?

- A. All project team members are asked to take turns keeping meeting minutes in a rotation
- B. The meeting minutes will be kept by both men and women in a rotation
- C. The meeting minutes will be kept by female members of the project team because they have neater handwriting
- D. All junior project team members are required to take turns keeping meeting minutes in a rotation

**Answer:** C

#### NEW QUESTION 184

Management and union representatives are working through a collective bargaining agreement. What term is used in this process to describe arbitration that is used to resolve conflicts around contract language in the collective bargaining agreement?

- A. Decisions
- B. Permanent arbitration
- C. Interest arbitration
- D. Ad hoc arbitration

**Answer:** C

#### NEW QUESTION 186

What term describes a manager who makes himself visible, being present for employees, and getting out of his office to interact with employees?

- A. Open door policy
- B. Progressive discipline
- C. Active management
- D. Management by walking around

**Answer:** D

#### NEW QUESTION 187

Henry is the HR Professional for his organization and he's discussing the status of Amy's employment. Amy earns \$87,500 per year and receives a paycheck via direct deposit every two weeks. Amy was hired under the offer of a salary position, but she feels that she is working far more than the agreed 40 hours per week. Based on these scenarios, do you believe Amy is exempt or non-exempt?

- A. Amy is exempt because she is paid on a salary basis
- B. Amy is not exempt because she is working more than ten percent of her total agreed hours per week
- C. Amy is exempt because she earns more than \$1,000 per week
- D. Amy is not exempt because she is offered bonuses as part of her pay

**Answer:** A

#### NEW QUESTION 192

OSHA may inspect a workplace at any time. The purpose of these inspections is to maintain safety for all workers. OSHA has established five priorities for workplace inspections. Which one of the following statements is the correct order of most important OSHA priorities to least important OSHA priorities?

- A. Imminent danger, planned inspections in high-hazard industries, employee complaints, catastrophes and fatal accidents, follow-up inspections
- B. Imminent danger, catastrophes and fatal accidents, planned inspections in high-hazard industries, employee complaints, and follow-up inspections
- C. Imminent danger, catastrophes and fatal accidents, planned inspections in high-hazard industries, follow-up inspections, and employee complaints
- D. Imminent danger, catastrophes and fatal accidents, employee complaints, planned inspections in high-hazard industries, follow-up inspections

**Answer:** D

#### NEW QUESTION 197

You are the HR Professional for your organization and you're completing a turnover analysis. You're considering that over the past year your organization has employed 1,238 employees and during that same period your organization has terminated 56 employees. Based on this information what is your organization's turnover for the past year?

- A. 56
- B. Significantly lower than average

- C. 22
- D. Moderately low

**Answer:** C

#### NEW QUESTION 201

As an HR Professional you must be familiar with several acts of congress, laws, and regulations that address risks in the workplace. Which of the following laws was the first to establish consistent safety standards for workers?

- A. Mine Safety and Health Act
- B. USA Patriot Act
- C. Occupational Safety and Health Act
- D. Homeland Security Act

**Answer:** C

#### NEW QUESTION 206

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

#### NEW QUESTION 208

Which of the following are types of training evaluation? Each correct answer represents a complete solution. Choose all that apply.

- A. Testing
- B. Behavior
- C. Learning
- D. Reaction
- E. Results

**Answer:** BCDE

#### NEW QUESTION 209

All organizations need prevoyance, or planning, as a part of a manager's duty. As an HR Professional what is the primary purpose of planning?

- A. Directs the project team and staff to accomplish the project scope
- B. Establishes groundwork for the managers to achieve the goals of the organization
- C. Communicates the direction of the organization
- D. Establishes groundwork for the managers to achieve their goals

**Answer:** B

#### NEW QUESTION 211

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

#### NEW QUESTION 216

What is the time limit for filing a charge of discrimination with the EEOC?

- A. 90 days
- B. 60 days
- C. 180 days
- D. 30 days

**Answer:** C

#### NEW QUESTION 218

As an HR Professional, you must sometimes terminate employees from your organization. When an employee is terminated, there must be a just cause or a good cause for the termination. Which one of the following is not a valid just cause for the employee's termination?

- A. Whether the employee is a member of a protected class
- B. Whether the employee was warned in advance
- C. Whether the rule has been applied consistently
- D. Whether reasonable "proof" of the violation existed, or was obtained through investigation

**Answer:** A

#### NEW QUESTION 222

Your manager has approached you regarding her desire to outsource certain functions to an external firm. She would like for you to create a document to send to three vendors asking them for solutions for these functions that your organization is to outsource. What type of a procurement document would you create and send to the vendors in this instance?

- A. Request for Proposal
- B. Request for Quote
- C. Invitation for Bid
- D. Request for Information

**Answer:** A

#### NEW QUESTION 223

Which of the following clause protects the employee's job and compensation in the event of a reorganization, acquisition, or merger, for a specified period of time?

- A. Termination clause
- B. Change of control
- C. Advice of counsel
- D. Disability or death

**Answer:** B

#### NEW QUESTION 226

You are a HR Professional for your organization and you're educating your staff on the Pregnancy Discrimination Act. Which one of the following statements about the Pregnancy Discrimination Act is not true?

- A. Pregnancy related benefits cannot be limited to married employee
- B. Employers must provide the same level of health benefits for spouses of male employees as they do for spouses of female employee
- C. If an employer provides any benefits to workers on leave, the employer must provide the same benefits for those on leave for pregnancy-related condition
- D. An employer is allowed to refuse to hire a pregnant woman because of the imminent time frame of the needed leave to deliver and care for the child

**Answer:** D

#### NEW QUESTION 228

Which of the following is the process of systematically determining a relative internal value of a job in an organization?

- A. Job evaluation
- B. Broadbanding
- C. SWOT Analysis
- D. Gainsharing

**Answer:** A

#### NEW QUESTION 232

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

#### NEW QUESTION 234

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