

Rock the PHR Bonus #1

»» Practice questions

Practice makes perfect...

Hey! It's [Ben](#). I hope you're using your Rock the PHR guide to the fullest extent by checking out the [extra resources](#) and choosing a great set of study materials to help you along the way.


In the pages that follow, you'll find 50 practice questions to help you prepare for your exam. They were written and compiled by my partner, [April Dowling](#). I hope they help you with your studies and prepare your brain to get into the "test mindset" that you'll need to be successful during the exam.


As I stated in the guide, when I asked certified professionals for their study tips, the number one recommendation is always "take as many practice exams as possible." Hence this bonus being the very first option for you to take advantage of. The answers are contained in the final page. Happy studying!

1. Selection is the process of
 - a. finding minority applicants
 - b. hiring the most suitable candidate
 - c. determining the top talent
 - d. bringing on the most qualified candidates

 2. True or False: Performance based pay systems are the best suited for routine jobs where worker qualifications increase over time.

 3. Which of the following is your first step in outsourcing?
 - a. Request for Proposal
 - b. Create a budget
 - c. Needs analysis
 - d. Inform staff

 4. Management may do one of the following in response to union allegations during the campaign:
 - a. Force employees to tell what the union is saying about the company
 - b. Provide incentives to non union employees for talking about reasons they are not part of the union
 - c. List consequences of unionization based on past facts
 - d. Imply the company will move overseas if union is elected
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5. True or False: 2009 updates to Family and Medical Leave Act permits 24 weeks of unpaid leave for families of those serving in the United States Military.
 6. Employee Assistance Programs will assist employees will all but which of the following:
 - a. Substance Abuse
 - b. Depression
 - c. Gambling addiction
 - d. Legal concerns
 7. I-9s are to be retained for 1yr after employment or ___yrs after termination, whichever is later:
 - a. 5
 - b. 3
 - c. 7
 - d. indefinitely
 8. Which court case identified adverse impact as unlawful in employment practices?
 - a. McDonnell Douglas Corp v Green
 - b. School Board of Nassau v Airline
 - c. Griggs v Duke Power
 - d. Regents of California v Bakke
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9. Which is not part of a SWOT analysis?

- a. Weakness
- b. Strength
- c. Outside influences
- d. Threats

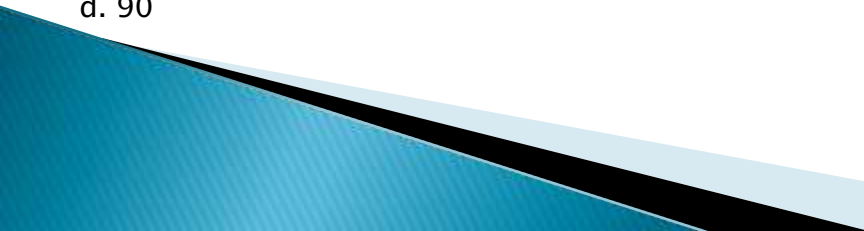
10. The Supreme court case *Automobile Workers v Johnson controls, Inc* determined when workplace conditions post a threat to an unborn child, the company must:

- a. Transfer the employee immediately to a different job where the threat is non-existent
- b. Do nothing
- c. Inform the employee of the threat and allow the employee to make a decision
- d. Allow only sterile employees to work in position that might post a threat to unborn children.

11. An evaluator error in which a person is judged as weak in all areas because of a weakness in one area is:

- a. Recency
- b. Individual equity
- c. Horn effect
- d. Bias

12. The WARN Act requires employers to give a minimum of ____ days' notice if a facility will close or mass layoffs will occur.

- a. 45
 - b. none
 - c. 60
 - d. 90
- 

13. Which of the follow is not an exception to the ADEA?

- a. Good cause
- b. Management approval
- c. Business necessity
- d. Bona fide seniority system

14. Minors ages 14–15 are permitted to do which of the following under FLSA:


- a. During school vacations, can work overtime with permit
- b. During school hours, cannot work more than three hours a day or 18 hrs a week
- c. Hours are restricted to 8am – 8pm
- d. Are not permitted from working on hazardous jobs

15. Excelsior List is a listing of:

- a. Voting eligible union officials
- b. Organizations that campaign against unions
- c. Acceptable unions filed with the NLRB
- d. Names and addresses of all eligible bargaining unit employees

16. True or False: Arbitration can be a binding resolution option with an ADR.



17. Contracts that force employees to agree not to join a union or participate in any union activity as a condition of employment are:
- Yellow-dog contracts
 - Contract bars
 - Arbitrary injunctions
 - Common law
18. The typical sequence of discipline action is:
- Coaching, Verbal warning, written warning, termination
 - Written warning, final warning, termination
 - Verbal warning, written warning, final written termination
 - Coaching, verbal warning, written warning, final warning, termination
19. True or False: It is acceptable to make affirmations of severance pay upon termination in an employee handbook.
20. _____ reflects management's decision regarding specific actions to be taken or avoided in a given situation.
- Work Rules
 - Procedures
 - Policies
 - Instructions
- 

21. Which of the following practices may not help control fraud within an organization:

- a. Sound auditing
- b. Dollar-limit authority
- c. Fraud Hotlines
- d. Locks


22. A indicators of Building Related Illness do not include:


- a. Occupants complain of cough, fever, chills
- b. Complainants report relief soon after leaving
- c. Symptoms can be clinically defined
- d. Biological pollutants are found in the building


23. Which OSHA form is posted at the end of the year:


- a. OSHA Form 304
- b. OSHA Form 300A
- c. OSHA Form 201
- d. OSHA Form 301A


24. True or False: The whistleblower protection provision of SOX protects employees who report conduct that they "reasonably believe" violates federal securities laws.


25. When purchasing an EPLI policy, a factor you should consider is:
- a. Minimum per claim
 - b. Provision for carrier change
 - c. Choice of deductible
 - d. Additions to cost for training
26. The Rehabilitation Act:
- a. Applies only to private companies
 - b. Applies to federal government or federal contractors with contracts over \$10,000
 - c. Applies to federal government or federal contractors with contracts over \$50,000
 - d. Applies only to those works over 40
27. Which of the following is prohibited discrimination under Title VII of the Civil Rights Act of 1964?
- a. Not hiring based on no college degree
 - b. Not hiring based on national origin
 - c. Not hiring based on knowledge of previous work
 - d. Not hiring based on font used on resume
28. True or False: Under the amended ADA, the non-exhaustive list of major life activities includes activities such as seeing, hearing, eating, standing and concentrating.
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29. The Lilly Ledbetter Fair Pay Act of 2009 amends the Civil Rights Act of 1964 stating
- the 180 day statute of limitations for filing an equal pay lawsuit reset with each new discriminatory pay check
 - the 90 day statute of limitations for filing an equal pay lawsuit reset with each new discriminatory pay check
 - the 180 day statute of limitations for filing an EEOC complaint resets with each new discriminatory act
 - the act was overturned by the Supreme Court
30. Which of the following prohibits group health plans and insurers from denying coverage to a healthy individual based solely on genetic predisposition to developing a disease in the future?
- EEOC
 - Civil Rights Act of 1964
 - EFCA
 - GINA
31. *Albemarle Paper v Moody* (1975)
- determined items used to validate employment requirements must themselves be job related
 - established criteria for disparate treatment
 - clarified the role of the burden-shifting analysis used in employment discrimination cases
 - was thrown out due to lack of evidence
32. Which of the following, according to the EEOC is not a condition that must be met in order for an online applicant to be considered an applicant?
- The employer must have taken steps to fill a job
 - The individual must have followed the employer's standard application process
 - the individual must verify their identity
 - the individual must have expressed interest in a particular position.
- 

33. True or False: Affirmative Action plans focus on hiring, training, and promoting in order to meet certain quotas.
34. What is the process of “salting?”
- Following ERISA regulations
 - Adding pay ranges for fairer compensation practices
 - Placing union organizers among the workforce of a nonunion organization
 - Reporting on covert union activity
35. Which of the following OFCCP activities examines the promotion of woman and minorities to senior-level positions?
- Job Analysis
 - Availability Analysis
 - Workforce Review
 - Glass Ceiling Audit
36. An effective harassment policy should include examples of inappropriate behavior. Which of the follow is not an example of such behavior:
- Requiring employees to work after hours
 - Visual messages that are demeaning to a protected class
 - Jokes that stereotype such as blonde jokes
 - Nicknames for a protected class
- 

37. An example of *quid pro quo* is:
- Testing that rules out one of the protected classes
 - A Hispanic manager refusing to hire Caucasian candidates
 - A Caucasian supervisor using ethnic slurs, repeatedly, for a person of color
 - Asking someone for a sexual favor in exchange for a promotion
38. True or False: SWOT analysis is the process an organization uses to analyze its workforce and determine steps it must take to prepare for future needs.
39. Inpatriates are employees
- hired for jobs in their own countries
 - brought in to work in the headquarters country for a specified period of time
 - citizens of countries other than the organizations headquarters or the ones in which they work
 - people sent abroad to work in a county other than that of their national origin
40. Which forecasting method would be used to make a statistical comparison between the number of employees in a retail chain and the gross sales?
- Regression analysis
 - Staffing ration
 - Turnover analysis
 - Delphi analysis
- 

41. Which of the following spells out the qualifications necessary for an incumbent to be able to perform the job?
- a. Job specification
 - b. Job description
 - c. Essential functions
 - d. KSA section
42. Which of the following is not a tip for writing a job description?
- a. Review the KSA's to be sure they are job-related
 - b. Identify the FLSA exemption status
 - c. Include titles such as Junior or Clerk
 - d. Secure approval and dates
43. The primary purpose of a work log is:
- a. ID patterns that translate into job responsibilities
 - b. Help managers rank employees
 - c. Determine who is doing their job
 - d. Compute how long it takes a person to do a job
44. Which of the following is not an ideal interviewing method for a receptionist?
- a. Patterned
 - b. Stress
 - c. Behavioral
 - d. Directive
- 

45. True or False: It's ok to ask a candidate, during the initial small talk, how many children they have. -
46. When creating an offer letter you should NOT do which of the following:
- Clarify acceptance guidelines
 - List rates of pay in annual terms
 - Clearly state terms of the offer
 - List any contingencies
47. Allowing potential candidates to interview with future coworkers would be an example of what kind of interview?
- Realistic job preview
 - Stress interview
 - Method to establish equity
 - Pre-employment screening
48. Which of the following is not an example of retaliatory discharge?
- Dismissing an employee for filing a discrimination charge
 - Dismissing an employee for taking jury leave
 - Dismissing an employee for lying on an employment application
 - Dismissing an employee for participating in an investigation against the employer regarding labor relations
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49. True or False: During a termination meeting you should not allow time for debating the reasons behind the termination.

50. Which of the following is the best example of an essential job function for a senior shipping specialist in an operations department?

- a. Encourage shipping staff to participate in company-sponsored retirement planning
- b. Supervise shipping staff to ensure that procedures are followed
- c. Assist in planning monthly management luncheon
- d. Attend local career fairs with recruiting staff

Answers

1. B
2. F
3. C
4. C
5. F
6. C
7. B
8. C
9. C
10. C
11. C
12. C
13. B
14. B
15. D
16. T
17. A

18. D
19. F
20. A
21. D
22. D
23. B
24. T
25. B
26. B
27. B
28. T
29. A
30. D
31. A
32. C
33. F
34. C

35. D
36. A
37. D
38. F
39. B
40. A
41. A
42. C
43. A
44. B
45. F
46. B
47. A
48. B
49. T
50. B