



**HRCI**

## **Exam Questions PHR**

Professional in Human Resources

#### NEW QUESTION 1

As an HR Professional you should be familiar with the terminology, practices, and rules governing unions and management in the bargaining process. What is the zipper clause in regard to negotiations?

- A. Items in a management-union contract can be "zipped" open and closed as often as necessary
- B. Management is locked out of union meeting
- C. Management and union representations are locked out of union employee meeting
- D. Items in a management-union contract are "zipped" closed, once the agreement is signed by both parties

**Answer: D**

#### 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

Amy is a sales person for your company and she earns her pay based on commission. Amy's pay is known as variable pay or what other term?

- A. Fixed pay
- B. Commission only
- C. Base pay
- D. At risk pay

**Answer: D**

#### NEW QUESTION 5

Your organization employs 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**

#### NEW QUESTION 6

As an HR Professional you must recognize, and be aware of several pieces of legislation that affects your performance as an HR Professional. Which one of the following acts exempted labor unions and agricultural organizations from The Sherman Antitrust Act?

- A. The Clayton Act
- B. The Railway Labor Act
- C. The National Labor Relations Act
- D. The National Industrial Recovery Act

**Answer: A**

#### NEW QUESTION 7

Your organization has created an affirmative action plan which includes an internal audit and reporting system. According to the Department of Labor there are four actions which should be included in the internal audit and reporting system to be effective. Which of the following is not one of the Department of Labor recommended actions for the internal audit and reporting system?

- A. Require internal reporting on a schedule basis as to the degree to which equal employment opportunity and organizational objectives are attained
- B. Monitor records of all personnel activity at all levels to ensure that nondiscriminatory policy is enforced
- C. Post the findings of the internal audit and reporting system for all employees to review
- D. Require internal reporting on a schedule basis as to the degree to which equal employment opportunity and organizational objectives are attained

D. Review report resources with all levels of management

**Answer: C**

**NEW QUESTION 8**

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 9**

Validity is an important part of the interview process. All HR Professionals should recognize validity through the interview process. Which one of the following is not one of the four types of validity?

- A. Content validity
- B. Professional validity
- C. Construct validity
- D. Predictive validity

**Answer: B**

**NEW QUESTION 10**

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 days

**Answer: A**

**NEW QUESTION 10**

What is the compa-ratio for an employee that earns \$75,000 per year, but the midpoint for the role is \$85,000 per year?

- A. \$10,000 difference
- B. 1:88
- C. 113 percent
- D. 88 percent

**Answer: D**

**NEW QUESTION 13**

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 18**

Your organization offers an employees' retirement benefit program that is covered by the Employee Retirement Income Security Act of 1974. The administrative responsibility for enforcement of the Employee Retirement Income Security Act of 1974 is divided among three government agencies. Which one of the following is not a government agency that helps to enforce ERISA?

- A. FDIC
- B. Department of Labor
- C. IRS
- D. Pension Benefit Guaranty Corporation

**Answer: A**

**NEW QUESTION 23**

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 company

- B. A mission is the task the organization aims to accomplish
- C. A vision describes the future of the organization while a mission describes the goals of the organization
- D. A vision describes the organization's role, what the organization is, and what the organization may aspire to become
- E. A mission describes what the organization will definitely become
- F. A vision describes an organization's role, what the organization is, and what the organization wants to become
- G. A mission describes the organization's purpose for being

**Answer:** D

#### NEW QUESTION 25

Pat is interviewing Sammy for a job in his organization. During the interview, Pat asks Sammy for a dinner date. Sammy refuses his offer, but thanks him. Pat tells Sammy that a dinner date would be beneficial to the job selection. Sammy still refuses the dinner date. Based on this conversation, Pat decides not to hire Sammy for the position. This is an example of what type of sexual harassment?

- A. Covert
- B. Quid Pro Quo
- C. Contingent
- D. Hostile Work Environment

**Answer:** B

#### NEW QUESTION 26

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

#### NEW QUESTION 27

As a HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. This adverse impact lawsuit determined that discrimination need not be deliberate or observable to be real. Employees were segregated by race and were allowed to work only in the lowest paid position. What lawsuit is described?

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

**Answer:** A

#### NEW QUESTION 29

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, to men and women who perform substantially equal work for the same employer, in the same establishment, and under similar working conditions. The law defined substantial equality of job content on four factors. Which one of the following is not one of the four factors this law defines?

- A. Effort
- B. Working conditions
- C. Skill
- D. Education

**Answer:** D

#### NEW QUESTION 31

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

#### NEW QUESTION 34

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 39**

You are a HR Professional for your organization. You and your supervisor are reviewing the EEO reporting requirements for your company to comply with the reports your firm should file. Which report is collected on odd-number of years from state and local governments?

- A. EEO-4 Report
- B. EEO-1 Report
- C. EEO-5 report
- D. EEO-3 Report

**Answer:** A

**NEW QUESTION 40**

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 41**

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 43**

If an employer ignores stress in employees what symptom are employees likely to develop?

- A. De-motivation
- B. Burnout
- C. Tumors
- D. Turnover

**Answer:** B

**NEW QUESTION 46**

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

**NEW QUESTION 48**

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 51**

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 52

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 53

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 58

what nonmathematical forecasting technique uses rounds of anonymous surveys among participants to determine consensus on the direction of employment trends, candidate selection, or other forecasting topics?

- A. Delphi Technique
- B. Qualitative forecast
- C. Management forecast
- D. Trend analysis

**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 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

#### NEW QUESTION 68

Which of the following is a communication that damages an individual's reputation in the community, preventing them from obtaining employment?

- A. Gainsharing
- B. Constructive discharge
- C. Duty of loyalty
- D. Defamation

**Answer:** D

#### NEW QUESTION 72

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 73

On November 13, 2000 CFR Part 60-2 was revised to address affirmative action to make the rules more accessible and easier to implement. Which of the following statements is not part of this significant update to the Affirmative Action program in CFR Part 60-2?

- A. Reduced the number of additional required elements of the written Affirmative Action Plan from 10 to 4
- B. Reaffirmed that affirmative action isn't to establish quotes, but to create goals
- C. Granted employers with fewer than 100 employees, permission to prepare a job group analysis that uses EEO-1 categories as job groups
- D. Workforce analysis was replaced with a one-page organizational profile

**Answer:**

C

#### NEW QUESTION 78

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 79

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 perhour

**Answer:** A

#### NEW QUESTION 82

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

**Answer:** D

#### NEW QUESTION 86

Your organization is using the whole job ranking technique as part of its non-quantitative job evaluation. Which one of the following best describes the whole job ranking technique?

- A. Jobs are ranked from lowest to highest according to the importance that each job hold
- B. Jobs are reviewed based on the entire performance of the organization in each categor
- C. Jobs are categorized into broad categories or level
- D. New jobs are categorized into an existing hierarchy of jobs within the organizatio

**Answer:** A

#### NEW QUESTION 90

Mike is the HR Professional for his organization and he's documenting the relationship of contractors and employees in the organization. Mike is focusing on the control aspects as provided by the Internal Revenue Service. What aspect of the contractor control aspect is best described as how the business pays the worker?

- A. Behavioral control
- B. Contractual relationship
- C. Type ofrelationship
- D. Financial control

**Answer:** D

#### NEW QUESTION 95

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 limitsone 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 100

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 105

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 108

As an HR Professional you should be familiar with the terminology, practices, and rules governing unions and management in the bargaining process. There are three primary types of bargaining that management and unions participate in. Which one of the following bargaining types aims to generate a variety of options before settling on one?

- A. Distributive bargaining
- B. Good faith bargaining
- C. Integrative bargaining
- D. Interest-based bargaining

**Answer:** D

#### NEW QUESTION 113

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 118

There are four sections of the HR Impact Model. Which component of the model is considered to be the most client-oriented role?

- A. Programs and Processes
- B. Catalyst
- C. Consultation
- D. Policies and Procedures

**Answer:** C

#### NEW QUESTION 121

An organization would like to hire a 15-year old for some duties in their business. Which one of the following rules would be breaking the requirements of the child labor provisions of the FLSA?

- A. Non-school hours only
- B. 4 hours per school day
- C. 8 hours in a non-school day
- D. 18 hours per school week

**Answer:** B

#### NEW QUESTION 122

There are seven stages of internal consulting that a HR Professional must be familiar with. Which one of the following is not one of the seven stages of internal consulting?

- A. Exploring the situation
- B. Implementing
- C. Developing recommendations
- D. Executing the project plan

**Answer:** D

#### NEW QUESTION 126

Mark is a HR Professional for his organization and he has been given the assignment to create an Affirmative Action Plan for his company. As Mark creates this document, which one of the following is not required to be in the Affirmative Action Plan?

- A. Placement Goals
- B. Job Group Analysis
- C. Compliance Reviews
- D. Designation of Responsibility

**Answer: C**

#### NEW QUESTION 130

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 132

When an individual files a charge of discrimination with the EEOC against an employer, what will the EEOC do?

- A. The EEOC will create a hearing with the complainant and the employer to investigate the charge
- B. The EEOC will visit the employer to inform them of the charge
- C. The EEOC will investigate the claim by inspecting the employer's place of business
- D. The EEOC will send the employer a letter informing them of the charge

**Answer: D**

#### NEW QUESTION 133

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**

#### NEW QUESTION 136

Pauline is a HR Professional for her organization and she's meeting with the sales manager Jim. Jim wants to know if Randy, one of his sales people, is considered exempt or not because he's doing outside sales. Pauline tells Jim that there are just two qualifiers for Randy to be considered exempt in his role as an outside salesperson. The first is that Randy's primary duty must be making sales. What is the other consideration?

- A. Randy must earn all income from commission
- B. Randy must not have a contract to complete sale
- C. Randy must be customarily engaged away from the employer's place of business
- D. Randy must earn more than \$48,234 per year

**Answer: C**

#### NEW QUESTION 139

Beth is a HR Professional for her organization and she's discussing the risk of growing her organization's business. What is risk and why would it be considered in HR for organizational growth?

- A. Risk is an uncertain event or condition that may help or hinder an organization
- B. Adding employees can help positive risks or amplify negative risk event
- C. Risk is an adverse event that can halt, hinder, or hurt the objectives of a business
- D. Risk is a negative event that an organization must consider when adding new employees to grow a company
- E. Risk is an uncertain event or condition that can have a positive or negative effect on the goals of an organization

**Answer: A**

#### NEW QUESTION 142

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 144**

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 147**

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**

**NEW QUESTION 148**

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 152**

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 153**

There are four components of the HR Impact Model, which affect how a HR Professional may operate within a given environment. Which one of the following is NOT a component of the HR Impact Model?

- A. Consultation
- B. Client
- C. Catalyst
- D. Programs and processes

**Answer: B**

**NEW QUESTION 155**

OSHA has identified six standards that apply to almost all general industry employers. All of the following are standards as defined by OSHA that apply to employers except for which one?

- A. Emergency action plan standard
- B. Equity pay standard
- C. Exit routes standard
- D. Fire safety standard

**Answer: B**

**NEW QUESTION 160**

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 right
- 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 165

As an HR Professional, you must recognize and be aware of several pieces of legislation that affect your performance as an HR Professional. The National Labor Relations Board identified five categories of unfair labor practices. Which one of the following is not one of the five categories of unfair labor practices?

- A. To dominate or interfere with the formation or administration of a labor organizatio
- B. To refuse individuals to organize and meet for the potential labor union creation proces
- C. To interfere, restrain, or coerce employees in the exercise of their rights to engage in concerted or union activities or refrain from the
- D. To discriminate against employees for engaging in concerted or union activities or refraining from the

**Answer:** B

#### NEW QUESTION 166

The management and union are proceeding to an arbitration hearing that will be conducted by an arbitration panel. Which one of the following best describes the makeup of the arbitration panel?

- A. There are three arbitrators all of whom are randomly selected to serve from a pool of pre-approved management and union arbitrator
- B. There are three arbitrators all of whom must be approved to participate by the management and the unio
- C. There are three arbitrators, one selected by the management, one selected by the union, and a neutral arbitrator whom both management and union approve o
- D. There are three arbitrators, all of whom are selectedby the party not bringing the grievanc

**Answer:** C

#### NEW QUESTION 168

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 171

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 173

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 175

Which of the following types of training evolution measures whether the training had a positive impact on the bottom line?

- A. Result
- B. Reaction
- C. Learning
- D. Behavior

**Answer:** A

#### NEW QUESTION 177

An organization is considering services it can successfully provide to its customers. One of the services, however, is deemed to be difficult to offer with a high degree of certainty of success. The organization has decided not to offer the service because of the risk in offering the service, and failing. What risk response is used in this scenario?

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

**Answer: C**

**NEW QUESTION 181**

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 182**

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 187**

As an HR Professional you must recognize, and be aware of several pieces of legislation that affects your performance as an HR Professional. Which one of the following acts used the terminology "work now, grieve later" to describe the urgency of performing work?

- A. Clayton Act
- B. National Labor Relations Act
- C. Railway Labor Act
- D. National Industrial Recovery Act

**Answer: C**

**NEW QUESTION 192**

Your organization is likely to be purchased by a competitor. The Management has asked you, in confidence, to complete environmental scanning to determine the effects of the purchase on your organization's culture, customers, and employees. What is environmental scanning?

- A. Environmental scanning is a review of the opportunities and threats that a condition may have on an organizatio
- B. Environmental scanning is the process of assessing the effects of an organization change on both macro and micro elements in an organizatio
- C. Environmental scanning is a review of the cultural achievability of a new project, organizationalchange, or market influence on at least three factors in an organizatio
- D. Environmental scanning is an internal review of an external catalys

**Answer: A**

**NEW QUESTION 196**

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 198**

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 201

Holly is an HR Professional for her organization and she's creating a new application for employee candidates. On Holly's application form which item is allowed?

- A. Race
- B. Gender
- C. Request for background check
- D. Sexual orientation

**Answer: C**

#### NEW QUESTION 206

As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. What term is assigned to a group of employees who are not directly affected by a group of striking employees, but they choose not to cross a picket line of strike?

- A. Common situs picketing
- B. Scabs
- C. Sympathy strike
- D. Wildcat strikes

**Answer: C**

#### NEW QUESTION 209

Which of the following is a process that occurs due to mergers, outsourcing or changing business needs?

- A. Involuntary exit
- B. Plant closing
- C. Voluntarily exit
- D. Outplacement

**Answer: A**

#### NEW QUESTION 212

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 217

Holly and Gary are HR Professionals in their organization and they're working to develop the strategic plan for their organization. Holly and Gary are using SWOT analysis to help understand the needs of human, financial, technological, capital, and other aspects of their organization. What is SWOT?

- A. SWOT is an analysis to define the schedule, weaknesses, opportunities, and timetable of a project endeavor
- B. SWOT is an analysis to define the strengths, weaknesses, opportunities, and threats an organization may face
- C. SWOT is an analysis to define the strengths, weaknesses, openness, and timeliness of an organization
- D. SWOT is an analysis to define the seriousness, weaknesses, openness, and timetable of organization development

**Answer: B**

#### NEW QUESTION 218

As an HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. What did the legal case, the United Steelworkers of America versus Weber regard?

- A. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring women and minorities
- B. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from using racial criteria as a method to determine workplace advancement
- C. The United States Supreme Court held that the Civil Rights Act of 1964 did not bar employers from favoring women and minorities
- D. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring minorities, but could do gender based favor

**Answer: C**

#### NEW QUESTION 221

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 226**

You are the HR Professional for your organization. You are discussing the status of your company's employees to determine who may be considered nonexempt versus exempt. Which one of the following types of employees can never be considered exempted from overtime provisions?

- A. Administrative assistants
- B. Sales people
- C. Manual workers
- D. Managers

**Answer: C**

**NEW QUESTION 229**

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