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Question1: Which of the following personality characteristics are associated with people who are likely to exhibit violent behavior on the job?
A: Neurotic
B: Optimistic
C: Extraverted
D: Type A

Question2: Which of these suggestions is an effective way to deal with stress?
A: Meditation
B: Exercise
C: Talking with others
D: All of the given options

Question3: In most large facilities, who is responsible for reducing unsafe working conditions and reducing unsafe acts by employees?
A: Chief executive officer
B: Chief safety officer
C: Occupational safety and health officer
D: Chief operations officer

Question:4 Who distinguished between intrinsic motivation and extrinsic motivation?
A: Frederick Taylor
B: Frederick Herzberg
C: David McClelland
D: Edward Deci

Question5: Which of the following is categorized as an indirect payment portion of employee compensation?
A: Wages
B: Salaries
C: Employer-paid insurance
D: Commissions

Question6: Stress can affect not only your health, but also other aspects of your life. What else can be affected by stress?
A: Family relationships
B: Work performance
C: Your attention to safety
D: All of the given options

Question7: Unemployment benefits are typically about _____ percent of a person's earnings and last for_____.
A: 50; 26 weeks
B: 75; 1 year
C: 100; 2 years
D: 25; 4 weeks

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Question8: Unsafe acts can be reduced through all of the following methods except:
A: Job rotation
B: Screening
C: Training
D: Incentive programs

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Question9: Which of these is the most common type of retirement plan?
A: Defined benefit
B: ERISA
C: Defined contribution
D: Money purchase plan

tion10: Which one of the following statements is correct in relation to monetary rewards in accordance with Herzberg's Two-Factor theory?
A: Pay increases are a powerful long-term motivator
B: Inadequate monetary rewards are a powerful dissatisfier
C: Monetary rewards are more important than non-monetary rewards
D: Pay can never be used as a motivator

Question11: Which pattern of communication is the quickest way to send a message?
A: The circle
B: The chain
C: The Y
D: The wheel

Question12: Chronic stress is the stress that wears at people day after day. Which of these is an example of chronic stress?
A: An unhappy marriage
B: Ongoing money problems
C: Dissatisfaction with a job
D: All of the given options

Question13: The relative position of an organization's pay incentives compared to other companies in the same industry is known as:
A: Pay structure
B: Pay appraisal
C: Pay level
D: Pay feedback

Question14: Poor quality lateral communication will result in which of the following?
A: Lack of direction
B: Lack of coordination
C: Lack of delegation
D: Lack of control

Question15: 1Which of the following is a health hazard in the work place?
A: Uncollected waste paper
B: Heavy object
C: Frayed crypt
D: All of the given options

Question16: Managers can motivate people to avoid performing dysfunctional behaviors by using: I. Extinction. II. Punishment. III. Negative reinforcement.
A: I, II, III
B: I and III
C: II and III
D: I and II

Question17: Workers' compensation benefits fall into all of these major categories except:
A: Medical care
B: Retirement benefits

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C: Disability income
D: Death benefits

Question18: Expectancy theory focuses on the relationships between which three factors?
A: Needs, effort and persistence
B: Needs, performance and inputs
C: Inputs, performance and outcomes
D: Needs, performance and outcomes

Question19: A horizontal extension of the object to increase task variety is called:
A: Job evaluation
B: Job enrichment
C: Job enlargement
D: Job rotation

uestion20: Communication between two members of a project team from different function, but the same level of authority is _____ communication.
A: UP ward
B: Downward
C: Lateral
D: Diagonal

Question21: McClelland believes the needs for _____ are most important.
A: expectancy, instrumentality, and valance
B: existence, relatedness, and growth
C: positive reinforcement, negative reinforcement, and punishment
D: affiliation, power, and achievement

Question22: _____are programs designed to help employees whose job performance is suffering because of physical, mental, or emotional problems.
A: Employee Assistance Programs
B: Wellness Programs
C: Safety Programs
D: Managed health

Question23: The 360 degree appraisal
A: works best in large organizations.
B: provides feedback from a verity of individuals.
C: aids in developing competitive intelligence.
D: diminishes the effect of development in the appraisal process.

Question24: Following are the phases of the Motivational Process except
A: Need Identification
B: Selecting Goals
C: Extinction
D: Consequences of performance Reward/punishments

Question25: Placing a dollar value on the worth of a job is known as
A: Job Pricing
B: Pay Grades
C: Pay Ranges
D: Single-Rate System

Question26: Total compensation constitutes of
A: direct rewards
B: indirect rewards

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C: both of the given options
D: none of the given options

Question27: Following ways can be used to avoid the high turnover of employees except
A: Use Recognition
B: Use money
C: Use Positive Reinforcement
D: Empower Employees

Question28: A system of retirement benefits that provides benefits like disability insurance, survivor's benefits, and Medicare is called _____.
A: Social Security
B: Unemployment Compensation
C: Workers' Compensation
D: Security benefit

Question29: Upward appraisal is done by
A: Immediate Supervisor
B: Peers
C: Subordinates
D: None of the given options

Question30: _____ exists when individuals performing similar jobs for the same firm are paid according to factors unique to the employee
A: Employee Equity
B: Team Equity
C: Internal Equity
D: All of the given options

Question31: A process that significantly affects organizational success by having managers and employees work together to set expectations, review results, and reward performance.
A: Management by Objectives
B: Performance Appraisal
C: Performance Management
D: Organizational Planning
Question32: _____ is solely responsible for managing individual's career.
A: Individual
B: Team
C: Organization
D: HR Manager Download More Files from VUAnswer.com

Question33: The evaluator uses a list of behavioral descriptions and checks off those behaviors that apply to the employee. This method of appraisal is called
A: Forced-Choice Appraisal
B: Forced Distribution Appraisal
C: Checklist Appraisal
D: Behaviorally Anchored Rating Scales

Question34 Any compensation method that ties pay to the quantity or quality of work the person produces is called
A: Gain-sharing Plan
B: Incentive Plan
C: Compensation Plan
D: Pay for performance Plan

Question35: Employee evaluations are directly affected by a "supervisor's perceptions of who

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is believed to be in control of the employee's performance – the employer or the manager." This theory is known as

A: Attribution Theory
B: Stereotype
C: Halo Effect
D: None of above options

Question36: The ____ trust is based on the behavioral predictability that comes from a history of interaction

A: Deterrence-based
B: Knowledge-based
C: Identification-based
D: None of the given options

Question37 _____ is the process whereby union members vote out their union as their representative.

A: Authorization card
B: Representation certification
C: Representation decertification
D: Trade union election

Question38: We can define ____ as activities people perform to acquire, enhance, and use power and other resources to obtain their preferred outcomes in a situation of uncertainty or disagreement.

A: Organizational politics
B: Executing authority
C: Collective bargaining
D: Position power

Question39: Protection from discrimination, safe working conditions and union formulation are _____ rights, provided to employees.

A: Contractual
B: Individual
C: Statutory
D: Organizational

Question40: A situation in labor – management negotiation whereby management prevents union members from returning to work is called _____.

A: Grievance
B: Strike
C: Arbitration
D: Lockout

Question41: The _____ leadership is a set of abilities that allows the leader to recognize the need for change, to create a vision to guide that change, and to execute that change effectively.

A: Transformational
B: Charismatic
C: Autocratic
D: Transactional

Question42: The first formal stage of the disciplinary procedure is

A: Written Verbal Warning
B: Written Warning
C: Suspension
D: Dismissal

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Question43: The cost associated with employee separations and turnover includes:
A: Recruitment & Selection costs
B: Training cost
C: Separation cost
D: All of the given options

Question44: According to _____, leaders may use different styles with different members of the same work group.
A: Path-goal leadership
B: Vroom-Jago-Yetton model
C: Leader-member exchange theory
D: The situational leadership theory

Question45: Following the ____, discipline should be immediate, provide ample warning, be consistent, and be impersonal.
A: Disciplinary rules
B: Corrective action
C: Punitive action
D: Hot-stove rule

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Question46: Which has an impact on job pricing and the ultimate determination of an individual's financial compensation?
A: The Organization
B: The Job
C: The Employee
D: All of the above options

Question47: Office environment that contain harmful airborne chemicals, asbestos, or indoor pollution is referred to
A: Homicide
B: Sick Building
C: Green Environment
D: Environment pollution

Question48: Benefits offered to employees reflect many of the trends existing in our
A: Country
B: Environment
C: Organization
D: Labor Force

Question49: Recognition, positive reinforcement and employees' empowerment can be used to avoid the
A: Turnover
B: Conflict
C: Accident
D: Frustration

Question50 Not giving a compliment for a job done very well can cause
A: Punishment
B: Extinction
C: Negative Reinforcement
D: De-motivation

Question51 Which is a common law doctrine stating that employers have the right to hire, fire, demote, or promote whomever they choose, unless there is a law or contract to the contrary .
A: Management Rights

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B: Employment at Will
C: Statutory Rights
D: Contractual Rights

Question52: The ability of one person to influence another is
A: Power
B: Responsibility
C: Authority
D: All given options

Question53: The first formal stage of the disciplinary procedure is
A: Written Verbal Warning
B: Written Warning
C: Employee Separation
D: Show-Cause Notice

Question54: A worker surplus forecasted results in
A: Creative Recruiting
B: Special Training Programs
C: Reduced Hours
D: Succession Planning

Question55: Which theory suggests that a leader should adapt his/her leadership style to the task?
A: Path-Goal Leadership Theory
B: Vroom-Jago-Yetton Model
C: LMX Theory
D: The Situational Leadership Model

Question56: To be effective, leaders must provide a _____that is a general statement of the organization's intended direction that evokes positive emotional feelings in organization members.
A: Vision
B: Mission
C: Goal
D: Declaration

Question57 These rights Protect employees from discrimination, Safe working conditions, Right to form unions
A: Statutory Rights
B: Contractual Rights
C: Employment policies
D: Civil Rights

Question58: For simplicity's sake, we can classify the most frequent violations of discipline into _____ categories.
A: Two
B: Three
C: Four
D: Six

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Question59: To Becoming a Leader do all except
A: Build Your Power
B: Develop Your Judgmentase
C: Use Your Management Skills
D: Do Not Trust Anyone

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Question60: A forecasting tool that uses mathematical equations to predict the behavior of one variable on the basis of other known variable/s is known as
A: Managerial judgment
B: Regression analysis
C: Trend analysis
D: Ratio analysis

Question61: One reason for falling union membership in recent years is that _____
A: Legislation protects workers in a way that was once only offered by the unions
B: Unions have been seen as largely ineffectual
C: Union membership is too expensive
D: Manufacturers will not hire union members

Question62: All of the following types of organizations are covered by the Occupational Safety and Health Act except _____
A: Federal agencies
B: Hospitals
C: Schools
D: Self-employed persons

Question63: There is fairly strong evidence that traits can predict _____ more accurately than leadership effectiveness
A: Leadership emergence
B: Extraversion in leaders
C: Leadership awareness
D: Leadership competence

Question64: Which one of the following is not implied in the definition of power?
A: Influence
B: Potential
C: Dependency
D: Actualization
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Question65: The conflict-handling intention of accommodating is _____
A: assertive and uncooperative
B: assertive and cooperative
C: unassertive and uncooperative
D: unassertive and cooperative

Question66: Which department enforces the standards set out in the Occupational Safety and Health Act?
A: Department of Health Services
B: Department of Labor
C: Department of Defense
D: Department of Financial Services

Question67: Family issues, economic problems, and personality characteristics are examples of the _____ factor of potential stress
A: Social
B: Environmental
C: Personnel
D: Personal

Question68: The _____ form of union security means that it is up to the workers whether or not they join the union and only those who join must pay dues.

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A: Closed shop
B: Union shop
C: Agency shop
D: Open shop

Question69: The dimension of assertiveness refers to situations _____
A: in which one party attempts to satisfy his/her own concerns
B: in which there is an expression of competition
C: involving a major behavior change
D: that lead to conflict

Question70: Which of the following benefits could be awarded as workers' compensation?
A: Cash benefit
B: Medical services
C: Time off with pay
D: a and b

Question71: Rewards offered to labors involved in production, are categorized as;
A: Salary
B: Fringe benefits
C: Wage
D: Commission

Question72: The goal of pre-retirement educational programs is to;
A: Improve job satisfaction
B: Increase employee commitment
C: Minimize medical claims from retirees
D: Ease the transition from working life to retirement

Question73: Organizations put maximum effort in measuring performance of organizational people because;
A: It makes procedures cost effective
B: It helps in detecting the problems
C: It leads to product innovation
D: It assists in implementing new technology

Question74: Willingness, capacity & opportunity to perform are said to be;
A: Performance outcomes
B: Determinants of performance
C: Performance appraisals
D: Types of performance standards

Question75: One of the major barriers to career advancement experiencing by working ladies is:
A: Difficulty in balancing work and family life
B: Top management is usually male oriented
C: Lack of educational opportunities
D: Common perception that woman can not be better boss

Question76: Alternative work arrangements include all of the following EXCEPT;
A: Part-time work
B: Flexible hours
C: On-site child care
D: Job sharing

Question77: Mr. Ahmed is a cashier and he feels dissatisfied at work. What best justifies this

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situation?
A: His job may not be structured to suit his preferences
B: It involves physical toughness
C: It requires mental toughness
D: It involves too much customer interaction

Question78: The _____ problem occurs when supervisors tend to rate all their subordinates consistently high.
A: Central tendency
B: Leniency
C: Strictness
D: Halo effect

Question79: The relationship between critical incident method & BARS (behaviorally anchored rating scale) is;
A: No relationship exists
B: Different methods to evaluate performance
C: Both are similar PA methods
D: Comparison method is used for PA, while BARS is related to training evaluation

Question80: What is another term for 360-degree feedback?
A: Feedback loop
B: Multi-source assessment
C: Upward feedback
D: Circle feedback

Question81: Standards are established to;
A: Achieve desired outcomes
B: Meet legal compliance
C: Achieve competitive advantage
D: Promote goodwill in market

Question82: The point method to evaluate job is an extension of;
A: Ranking method
B: Factor comparison method
C: Classification method
D: Point factor method

Question83: Job evaluation is based on the;
A: Physical skills required by the job
B: Relative job worth for an organization
C: Complexity of the job to perform
D: Conceptual skill required by the job

Question84: Who is in the best position to observe and evaluate an employee's performance for the purposes of a performance appraisal?
A: Peers
B: Customers
C: Top management
D: Immediate supervisor

Question85: Groups are called _____ if jobs are similar.
A: Classes
B: Grades
C: Scales
D: Roles

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Question86: Train the raters prior to conduct the performance appraisal is an important responsibility of;
A: Top management
B: HR department
C: Line managers
D: Production department

Question87: Currently Organizations are providing benefits to their employees;
A: To attract new blood in the organization
B: To create stronger customer relationship
C: To enhance the market share
D: All of the above

Question88: Following are all examples of direct compensation EXCEPT;
A: Pension
B: Salary
C: Bonus
D: Income

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Question89: One of the main flaws of Classification method to evaluate the jobs is;
A: It is an expensive method
B: Only beneficial for small organizations
C: Maximum probability of biasness
D: Not useful when jobs are different

Question90: Which of the following measurement methods rates employee performance relative to other employees?
A: Graphic rating scale
B: Comparative method

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C: Essay method
D: Critical incident method

Question91: Which of the following statement reflects the 'Age Discrimination Act' for workers?
A: At the age of 40 to 70, workers can not be retired by force
B: At the age below 18, workers can never be hired
C: Having 10 years of experience, workers should be promoted
D: Workers can never be rehired if retired once

Question92: Reactive approach to overcome the influence of discriminatory practices occurred in the past is referred as:
A: Equal employment opportunity
B: Affirmative action
C: HR planning
D: Litigation process

Question93: Organizations put maximum effort in measuring performance of organizational people because:
A: It makes procedures cost effective
B: It helps in detecting the problems
C: It leads to product innovation
D: It assists in implementing new technology

Question94: In order to promote unbiased management, organizations should develop:
A: Powerful union

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B: Strategic alliance
C: Legal compliance
D: Stakeholder influence

Question95: Following are all included in 'Statistical Approach' of forecasting, EXCEPT:
A: Trend analysis
B: Sensitivity analysis
C: Ratio analysis
D: Regression analysis

Question96: Alternative work arrangements include all of the following, EXCEPT:
A: Part-time work
B: Flexible hours
C: On-site child care
D: Job sharing

Question97: How often HR planning process is implemented within an organization?
A: Continuously
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B: Annually
C: Bi-annually
D: Quarterly

Question98: Which of the following reflects the relationship between MIS & HRIS?
A: Both are same
B: MIS is one aspect of HRIS
C: HRIS is one aspect of MIS
D: No relationship exists

Question99: 'Strengths' & 'Weaknesses' are _____ to an organization.
A: Important
B: Internal
C: External
D: Central

Question100: Which of the following statement best reflects the Job analysis?
A: Conceptual process
B: Written statement
C: Recruitment method
D: Legal clause

Question101: Standards are established to:
A: Achieve desired outcomes
B: Meet legal compliance
C: Achieve competitive advantage
D: Promote goodwill in market

Question102: Which of the following constraint does NOT affect the recruiting efforts?
A: Compensation of the job
B: Image of the organization
C: Internal organizational policies
D: None of the given options

Question103: Job evaluation is based on the:
A: Physical skills required by the job
B: Relative job worth for an organization
C: Complexity of the job to perform

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D: Conceptual skill required by the job

Question104: Who is in the best position to observe and evaluate an employee's performance for the purposes of a performance appraisal?
A: Peers
B: Customers
C: Top management
D: Immediate supervisor

Question105: Which of the following is a stated outcome of 'Job Analysis'?
A: Job description
B: Job specification
C: Job evaluation
D: All of the given options

Question106: Which of the following term is used as an indicator of missing information by the applicant while making selection decision?
A: Red flag
B: Red alert
C: High alert
D: Alarming situation

Question107: Which of the following best defines recruitment in an organization?
A: Forecast the supply of outside candidates
B: Develop an appropriate applicant pool
C: Determine the importance of job applicants
D: All of the given options

Question108: Which of the following term is used for choosing the individual who is best suited to a particular position and to the organization from a group of potential applicants?
A: Recruitment
B: Staffing
C: Enrollment
D: Selection

Question109: Followings are included in contingent workers, EXCEPT:
A: Part-timers
B: Contractors
C: Directors
D: Temporaries

Question110: Which of the following term contains information regarding machines & equipments used at workplace?
A: Job analysis
B: Job specification
C: Job description
D: Job evaluation

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