

Evaluation Exam

Choose the one (and only) right answer:

1. Which of the following is **NOT** a common mistake made by interviewers during job interviews?

- Snap judgements
- Negative emphasis
- Knowing the job well ✓
- Pressure to hire

2. The **Graphic Rating Scale** method is commonly used in:

- Appraising the performance of employees ✓
- Hiring new employees
- Firing new employees
- Conducting job fairs

3. **Employee compensation** refers to:

- Money received by an employee in case of an accident
- All direct and indirect financial payments employees get for their employment ✓
- The amount of tax the employer pays on behalf of the employee
- Money received by an employee when performing extra hours of work at night.

4. What is **severance pay**?

- A bonus paid to employees for meeting performance targets
- Compensation given to employees for working overtime
- A payment made to employees when they are laid off or terminated under certain conditions ✓
- A type of retirement benefit paid monthly after leaving the company

5. Which of the following is an effective way to **maintain positive employee relations** in an organization?

- Ensuring fair treatment by encouraging a toxic culture of mistrust among employees
- Ensuring unfair treatment by praising employees for their good work
- Ensuring fair treatment by yelling at employees to force them to perform better
- Ensuring fair treatment by treating employees with respect ✓

6. **Managing employee discipline** should be based on three key pillars which are:

- Rules, regulations, and severe punishment
- Rules and regulations, progressive penalties, and an appeals process ✓
- Punishment, threatening, and no due process right
- Punishment, random arbitration, and litigation

7. **Due process** refers to the right of employees to:

- Defend their organization
- Defend themselves in case of a disciplinary action against them ✓
- Ignore a disciplinary process against them
- Discipline his or her fellow employees in case they make mistakes

8. Which of the following practices is a **violation of good faith bargaining** between unions and employers:

- Sharing all relevant information about wages, working hours, and other terms of employment
- Presenting clear proposals by both parties
- Engaging in negotiations with a genuine intention to reach a formal agreement
- Using dilatory tactics to indefinitely delay meetings between unions and employers ✓

9. Preventing accidents in the workplace involves conducting a **Job Hazard Analysis**, which refers to:

- A safety process used to identify and ignore potential hazards at each step of a job
- A safety process used to identify the personal protective equipment required for a job
- A safety process used to identify and eliminate potential hazards at each step of a job ✓
- A safety process used to train employees in general safety practices in the workplace

10. **Informality characterizes human resource management (HRM) in small firms** compared to large organizations because:

- Small firms focus on HRM activities and have a dedicated department for that
- Small firms often lack the resources to maintain a dedicated HRM department, so HRM is handled informally ✓
- Work teams in small firms usually do not know each other well, so they perform HRM formally
- Work teams in small firms usually require formality in HRM activities because it is more convenient