

SHRM.SHRM-CP.v2021-08-25.q141

Exam Code:	SHRM-CP
Exam Name:	Society for Human Resource Management Certified Professional
Certification Provider:	SHRM
Free Question Number:	141
Version:	v2021-08-25
# of views:	5763
# of Questions views:	1410
https://www.freepdfdumps.com/SHRM.SHRM-CP.v2021-08-25.q141.html	

NEW QUESTION: 1

How long must an executive order be published in the Federal Register before it becomes law?

- A. 30 days
- B. 60 days
- C. 6 months
- D. 1 year

Answer: A (LEAVE A REPLY)

Explanation: An executive order must be published in the Federal Register for 30 days before it becomes law. Executive orders are proclamations by the President of the United States. They may be challenged in the judicial system.

NEW QUESTION: 2

When the federal and state minimum wages are different, which one takes precedence?

- A. State minimum wage
- B. Federal minimum wage
- C. The higher wage
- D. The lower wage

Answer: (SHOW ANSWER)

Explanation: When the federal and state minimum wages are different, the higher wage takes precedence. This policy is part of the Fair Labor Standards Act. As of July 2009, federal minimum wage was set at \$7.25 an hour. Unless they are exempt for some reason, employees are owed at least minimum wage for all compensable time.

NEW QUESTION: 3

Helena is the human resources professional for a large legal firm. The upper management is interested in polling employees about ideas for improvements, but the firm has a solid hierarchy in place. As a result, many of the lowerlevel employees have confided in Helena that they do not feel comfortable speaking up. Which of the following ideas might Helena recommend to allow employees to voice their opinions without fear of upsetting higherranking employees?

- A. Brown bag lunch
- B. Focus group
- C. Email
- D. Suggestion box

Answer: (SHOW ANSWER)

Explanation: A suggestion box offers employees a measure of anonymity in proffering ideas to the company's upper management. Brown bag lunches and focus groups require employees to participate actively, and as the scenario indicates many employees would be uncomfortable with this. Email might be private, but it certainly is not anonymous, so it would not represent the best recommendation for Helena to make.

NEW QUESTION: 4

Which of the following is a primary reason for the failure of total quality management programs?

- A. Micromanaging by employees at all levels of the organizational hierarchy
- B. Overemphasis on core objectives
- C. Failure to use ISO 9000 standards
- D. Inability to identify the advantages of change

Answer: D (LEAVE A REPLY)

Explanation: Inability to identify the advantages of change is a primary reason for the failure of total quality management programs. If managers are unable to convey the intended benefits of a new program, employees are less likely to comply with the new standards and regulations. Micromanagement by employees at all levels is a common characteristic of total quality management programs during the implementation phase. These programs are comprehensive, and require the participation of employees at all levels. Total quality management experts would deny that it is possible to overemphasize core objectives, since TQM depends on isolation of key production components and constant attention to improvement. Finally, failure to use ISO 9000 standards does not cause TQM efforts to fail, since there are a number of other standard systems available. Indeed, many industries have special standards that are more appropriate.

NEW QUESTION: 5

Nine weeks after giving birth, Deirdre comes back to work on a reduced schedule. Instead of her normal 40hour week, she only works 30 hours. How many weeks of FMLA leave does Deirdre use for each of these thirtyhour weeks?

- A. 1/4
- B. 1/2
- C. 1
- D. 10

Answer: A (LEAVE A REPLY)

Explanation: For every tenhour week Deirdre works, she uses 1/4 of an FMLA leave week. This is calculated by dividing the number of hours off in her reduced schedule by the number of hours in her normal schedule. Because she has three weeks left of FMLA leave, Deirdre may work twelve weeks of this reduced schedule before her leave expires.

NEW QUESTION: 6

Which of the following is NOT a chart commonly used in total quality management?

- A. Pareto chart
- B. pie chart
- C. scattergram
- D. histogram

Answer: (SHOW ANSWER)

Explanation: Pie charts are not commonly used in total quality management. Total quality management is a comprehensive approach to reducing errors and streamlining every aspect of an organization's operations. The other answer choices are charts frequently used to identify waste and make TQM plans. A Pareto chart combines line and bar graphs to identify the problems that are causing the most waste. A scatter plot represents the relationship between two variables. A histogram looks like a bar graph; it is used to identify variations in a set of experimental data.

NEW QUESTION: 7

A company with 45 employees has been cited as violating one of the regulations within the Civil Rights Act of 1991. What is the maximum damage that may be awarded to an employee of a company this size?

- A. \$50,000
- B. \$100,000
- C. \$200,000
- D. \$300,000

Answer: A (LEAVE A REPLY)

Explanation: The maximum damage that may be awarded is based on company size, and a company with up to 100 employees may be required to pay a damage of \$50,000. The company with 45 employees falls into this category. A damage award of \$100,000 reflects a company with 101-200 employees. A damage award of \$200,000 reflects a company with 201-500 employees. A damage award of \$300,000 reflects a company with 501 or more employees.

NEW QUESTION: 8

Work schedule documents, covered under the Fair Labor Standards Act (FLSA), should be retained for how many years?

- A. 1
- B. 2
- C. 3
- D. 5

Answer: (SHOW ANSWER)

Explanation: According to FLSA, work schedule documents should be retained for a minimum of 2 years. Job announcement should be retained for at least 1 year. Employee contracts should be retained for at least 3 years. FLSA does not have a minimum retention rate of 5 years for any documents, although businesses may choose to extend the minimum retention to 5 years for certain documents to ensure they maintain certain records.

NEW QUESTION: 9

Which of the following is a passive method of training?

- A. case study
- B. vestibule
- C. presentation
- D. seminar

Answer: C (LEAVE A REPLY)

Explanation: A presentation is a passive method of training. Passive training methods are so designated because the participants are only required to listen, read, or pay attention. In a case study, the participants must strategize a response to a hypothetical situation. In vestibule training, employees participate in a simulation of complex or hazardous tasks. In a seminar, participants engage in a productive conversation with the presenter.

NEW QUESTION: 10

Which of the following types of collective bargaining positions results when the different sides agree to compromise on certain issues by taking the big picture into account?

- A. Positional bargaining
- B. Integrative bargaining
- C. Interestbased bargaining
- D. Distributive bargaining

Answer: B (LEAVE A REPLY)

Explanation: Integrative bargaining results when the different sides agree to compromise on certain issues by taking the big picture into account. Positional bargaining results when each side establishes a clear position and aims to achieve the goal or goals of that position. Interestbased bargaining results when both sides acknowledge that they have a strong motivation in the continuity of business activities, and thus proceed in negotiations

with this acknowledgement. Distributive bargaining is another name for positional bargaining.

NEW QUESTION: 11

Employers are legally allowed to check and review employee emails subject to which of the following requirements?

- A. Immediate notification from the legal department of impending review
- B. Evidence to suggest wrongdoing on the employee's part
- C. Written policy informing employees of potential for email searches
- D. No notification is required, therefore employers may check and review employee emails at any time
- E. Employers are not allowed to check or review employee emails without employee permission

Answer: (SHOW ANSWER)

Explanation: Employers are legally allowed to check and review employee email as long as they provide a written policy informing employees of the potential for email searches. Without this written policy, employers could legally file concerns about invasion of employee privacy. Answer choice A is incorrect because immediate notification from the legal department of impending review would not be sufficient. Answer choice B is incorrect because evidence of employee wrongdoing is too late for an employer to implement a search policy. Answer choice D is incorrect because notification is required. Although employers technically own the emails that employees send and receive, they are not advised to search emails without a written search policy. Answer choice E is incorrect because employers are allowed to check and review employee emails.

NEW QUESTION: 12

Which of the following is not considered a statutory deduction?

- A. Union dues
- B. Social Security
- C. State income tax
- D. Federal income tax

Answer: (SHOW ANSWER)

Explanation: Social Security, state income tax, and federal income tax are considered statutory deductions. Union dues are not considered statutory deductions, although they may be provided for in some states.

NEW QUESTION: 13

What piece of legislation led to the creation of generally accepted accounting principles (GAAP)?

- A. Omnibus Budget Reconciliation Act
- B. NorrisLa Guardia Act

C. Securities Exchange Act of 1934

D. SarbanesOxley Act

Answer: C (LEAVE A REPLY)

Explanation: The Securities Exchange Act of 1934 led to the creation of generally accepted accounting principles (GAAP). This set of accounting standards was developed by the American Institute of Certified Public Accountants. For decades, the AICPA's standards were mandatory for publicly held companies in the United States. In the past few years, however, the Securities Exchange Commission has allowed some businesses to use the standard created by the International Accounting Standards Board.

NEW QUESTION: 14

The Immigration Reform and Control Act of 1986 was intended to accomplish four major purposes. Which of the following is not one of these purposes?

A. Provide amnesty for all illegal immigrants that had been in the United States for at least four years

B. Make employers responsible for providing documentation to prove the legal immigration status of their employees

C. Require employers to weight hiring in favor of candidates who were already American citizens

D. Provide amnesty for agricultural workers who have worked in the United States for many years

Answer: C (LEAVE A REPLY)

Explanation: This answer choice is correct by virtue of being wrong: the Immigration Reform and Control Act does not require employees to favor American citizens in hiring. (In fact, this is more likely to be illegal, since the Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate against someone based on national origin. That is a broad definition, but this particular activity could certainly fall within the category of Title VII prohibitions.) The Immigration Reform and Control Act does, however, afford the following: provide amnesty for all illegal immigrants that had been in the United States for at least four years, make employers responsible for providing documentation to prove the legal immigration status of their employees, and provide amnesty for agricultural workers who have worked in the United States for many years.

NEW QUESTION: 15

Which piece of federal legislation established that the United States will give preferential treatment to prospective immigrants who have special skills?

A. Immigration Reform and Control Act of 1986

B. Immigration Act of 1990

C. Equal Employment Opportunity Act of 1972

D. 1965 amendments to the Immigration and Nationality Act of 1952

Answer: D (LEAVE A REPLY)

Explanation: The 1965 amendments to the Immigration and Nationality Act of 1952 established that the United States gives preferential treatment to those prospective immigrants who have special skills. Until these amendments were passed, some nationalities received preferential treatment. The 1965 amendments made it illegal to use national origin, race, or heritage as a factor in immigration decisions.

NEW QUESTION: 16

Which of the following would be considered primary research?

- A. interviews performed by the researcher
- B. journal articles
- C. books
- D. trend analyses

Answer: A (LEAVE A REPLY)

Explanation: Interviews conducted by the researcher would be considered primary research. Primary research is distinguished by having been conducted by the researcher. Secondary research, on the other hand, is created by someone else. In most cases, it is good to have a mixture of primary and secondary research.

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NEW QUESTION: 17

The Fair Labor Standards Act (FLSA) retains a certification of age for all employees for how long?

- A. 1 year
- B. 2 years
- C. 3 years
- D. 5 years
- E. Until employee termination

Answer: E (LEAVE A REPLY)

Explanation: The Fair Labor Standards Act requires that companies maintain a certification of age on file for all employees until their employment is terminated. The certification of age simply shows that the employee can legally work for the company in the capacity in which he or she was hired. Once the employment has been terminated, it is no longer necessary to maintain a certification of age. Answer choices A, B, C, and D all represents

time periods that could be true depending on the time that an employee is with a company, but they are not technically correct based on the wording of the law.

NEW QUESTION: 18

Which of the following is considered the first piece of legislation to affect the movement for labor rights within the United States?

- A. Clayton Act
- B. Railway Labor Act
- C. Sherman AntiTrust Act
- D. NorrisLa Guardia Act

Answer: C (LEAVE A REPLY)

Explanation: The Sherman AntiTrust Act was created in 1890 and represents the first piece of legislation to affect the movement for labor rights within the United States. The Clayton Act followed in 1914, the Railway Labor Act in 1926, and the NorrisLa Guardia Act in 1932.

NEW QUESTION: 19

Which of these businesses is most likely to have an outbreak of tuberculosis?

- A. assistedliving facility
- B. day care center
- C. restaurant
- D. gas station

Answer: (SHOW ANSWER)

Explanation: An assistedliving facility would be the most likely of these businesses to have an outbreak of tuberculosis. Tuberculosis is an airborne disease, and spreads quickly in places where people work closely together. An assistedliving facility, where people share the same space and breathe the same air every day, is an excellent breeding ground for TB.

NEW QUESTION: 20

Harold, the head of the human resources department for a large industrial machine manufacturing company, has discovered an issue that requires ERM, or Enterprise Risk Management. Upon review of important employee documentation, he has found out that that required forms are not being completed, placing the human resources department at the risk for noncompliance with federal guidelines. Using the guidelines of ERM, what should Harold consider doing to prevent further noncompliance?

- A. Terminate the employee responsible for failing to ensure correct documentation
- B. Create a new department within the human resources department that keeps an eye on completing the documentation
- C. Contact the federal agency responsible for documentation and request a reprieve
- D. Establish quarterly reviews of the documentation to ensure that it is completed as required

E. Create a series of checklists that will make certain all company documentation is complete and up to date

Answer: (SHOW ANSWER)

Explanation: According to the expectations of ERM, a human resources professional should apply reasonable techniques to correcting a problem. In Harold's case, the best option for addressing the problem of the incomplete documentation would simply be to establish a quarterly review of the paperwork to ensure that it is completed. As for the other answer choices, they each contain extreme responses that do not fit with the requirements of ERM. Terminating the responsible employee does not guarantee that the problem will be fully addressed. Creating a new department simply adds more paper work that can further complicate the process of completing the documentation. There is nothing within the process of ERM that suggests a human resources professional can request a reprieve from a federal agency; the rules are in place already and need to be observed. And while creating a series of checklists sounds good, it also sounds vague and has the potential to be as ineffective as the current system.

NEW QUESTION: 21

Susannah, who is the head of the human resources department, will be responsible for a training session and must decide on the seating style in the space that she will be using. The training will include a large group and will involve a range of activities, including several lectures, film presentations, and a small amount of group work. Which of the following seating styles will be most appropriate for the training that Susannah will be conducting?

- A. Theaterstyle
- B. Chevronstyle
- C. Banquetstyle
- D. Conferencestyle
- E. Ushapedstyle

Answer: B (LEAVE A REPLY)

Explanation: As the question states, the training will encompass several features - lectures, film presentations, and group work. Among the available styles of seating, the chevronstyle - with the chairs angled in a Vshape toward the stage or front of the meeting space - will offer the most versatility for trainees. Answer choice A is incorrect because the theaterstyle seating would be useful for lectures and film presentations but would offer no good way for trainees to break into groups. Answer choice C is incorrect because the banquetstyle seating would be excellent for group work but would be impractical for lectures and film presentations. Similarly, answer choice D is incorrect because the conferencestyle seating would place participants around one large table, which would not necessarily be useful for any of the three activities that will occur in the training. And answer choice E is incorrect because the Ushaped seating would be useful only for lectures but would not benefit the trainees in a film presentation or in group work.

NEW QUESTION: 22

Which of the following acts requires workplaces to maintain an environment that is "free from recognized hazards that are causing or are likely to cause death or serious physical harm"?

- A. Occupational Safety and Health Act
- B. Americans with Disabilities Act
- C. DrugFree Workplace Act
- D. SarbanesOxley Act
- E. Fair Labor Standards Act

Answer: A (LEAVE A REPLY)

Explanation: The piece of legislation to which the quote refers is the Occupational Safety and Health Act of 1970 (OSHA). The Americans with Disabilities Act (ADA) is focused specifically on providing rights for employees with disabilities in the workplace. The DrugFree Workplace Act is focused on the substance abuse policy for federal contractors. The SarbanesOxley Act is focused on the legal obligation that organizations have to record and report financial information. And the Fair Labor Standards Act refers to the legal requirements that companies have to provide a workplace environment that is fair to all employees.

NEW QUESTION: 23

The Change Process Theory, attributed to Kurt Lewin, includes all of the following stages for change except:

- A. Moving
- B. Unfreezing
- C. Refreezing
- D. Implementing

Answer: D (LEAVE A REPLY)

Explanation: The change process theory includes three stages: Unfreezing, Moving, and Refreezing. Implementing is not one of the stages within the change process theory.

NEW QUESTION: 24

Which of the following is identified as the "eligibility, rights, and responsibilities notice" for employees regarding FMLA?

- A. WH380
- B. WH381
- C. WH382
- D. WH383

Answer: B (LEAVE A REPLY)

Explanation: Form WH381 is identified as the "eligibility, rights, and responsibilities notice" for employees regarding FMLA. Form WH382 is identified as a "designation notice" to

inform employees about FMLA requirements for factors such as a required medical certification or a required fitnessfor duty certification. The other answer choices do not reflect significant FMLA forms.

NEW QUESTION: 25

Eric is in charge of interviewing candidates for an open position in a hotel chain. As he considers each candidate, he finds himself quick to write off one young man in particular. This candidate has a strong resume and excellent credentials, but Eric decides that he just does not like this person and is disinclined to consider him a contender for the position. In doing so, Eric is demonstrating which of the following interview biases?

- A. First impression
- B. Cultural noise
- C. Gut feeling
- D. Leniency
- E. Nonverbal bias

Answer: (SHOW ANSWER)

Explanation: By allowing his intuition to guide his preference, Eric is relying on the bias of his gut feeling. Answer choice A is incorrect because a first impression bias means the interviewer allows an immediate impression of a candidate to determine a decision. Answer choice B is incorrect because a cultural noise bias means the candidate responds with pointed answers that are aimed at making the interviewer happy rather than responding in a more natural or general way. Answer choice D is incorrect because a leniency bias is occurs when the interviewer is lenient in regard to a candidate and fails to take potential weaknesses into account. Answer choice E is incorrect because a nonverbal bias occurs when the interviewer is overinfluenced by body language instead of by the candidate's responses.

NEW QUESTION: 26

Which of the following best defines featherbedding?

- A. When an employer ceases to do business with another employer
- B. When an obsolete job is retained to ensure an employee is not terminated
- C. When a union coerces an employee to participate in union activities
- D. When a union overcharges employees the union fees
- E. When an employer treats an employee badly for acting as a whistleblower

Answer: B (LEAVE A REPLY)

Explanation: Featherbedding occurs when a union requires that an otherwise obsolete job remains intact at an organization in order to avoid terminating an employee. Answer choice A is incorrect because it describes a hot cargo agreement. Answer choice C is incorrect because it simply describes a type of union coercion. Answer choice D is incorrect because it describes another type of union coercion or restraint of employees. And answer

choice E is incorrect because it describes a type of employer coercion or restraint, but it does not describe featherbedding.

NEW QUESTION: 27

Which of the following steps is not a part of the human resources professional's role in observing the guidelines of the Americans with Disabilities Act when an employee requests ADA accommodation?

- A. Request that the employee acquire medical certification of condition
- B. Meet with department supervisor to discuss employee accommodation
- C. Set up and mediate meeting between supervisor and employee
- D. Provide for all employee accommodation requests to ensure continued employment
- E. Send full review of accommodation process to upperlevel management

Answer: D (LEAVE A REPLY)

Explanation: The human resources professional is not required to provide for all employee accommodation requests to ensure continued employment. Human resources professionals are expected to discuss possible employee accommodations with management and to recommend the implementation of certain requests, but there is no requirement to implement all requests. Answer choices A, B, C, and E are all steps in the human resources professional's role in observing the guidelines of ADA, so they are incorrect.

NEW QUESTION: 28

Which method of reporting does the Department of Labor prefer with regard to time worked by employees who are nonexempt under the Fair Labor Standards Act?

- A. exception reporting
- B. selected reporting
- C. positive time reporting
- D. negative time reporting

Answer: (SHOW ANSWER)

Explanation: The Department of Labor prefers that businesses use positive time reporting with regard to the time worked by employees who are nonexempt under the Fair Labor Standards Act. This method is considered better because it gives a clear indication of the hours worked, without the need for any calculation. For instance, in the other acceptable method, exception reporting, the business establishes a baseline for time worked and only notes deviations from the baseline. This requires the DOL to consider both the baseline and the exceptions. Positive time reporting is simpler.

NEW QUESTION: 29

The ERG Theory (1969) is attributed to which of the following researchers?

- A. Fredrick Herzberg
- B. Clayton Alderfer

C. Abraham Maslow

D. Victor Vroom

Answer: B (LEAVE A REPLY)

Explanation: The ERG Theory of 1969, which looks at the levels Existence, Relatedness, and Growth among employees, is attributed to Clayton Alderfer. Fredrick Herzberg is credited with the Motivation/Hygiene Theory of 1959; Victor Vroom is credited with the Expectancy Theory of 1964; Abraham Maslow is credited with the Hierarchy of Needs Theory of 1954.

NEW QUESTION: 30

A small publishing company has decided to advertise for a new open position within the marketing department. Although the new hire will fall under the leadership of the marketing department, the job itself will require ongoing communication with at least two other departments. As a result, the individual that is hired will have to be able to work well with the leadership of the other departments. With this in mind, which of the following types of interview techniques will be best for screening prospective candidates?

A. Situational

B. Behavioral

C. Functional

D. Panel

Answer: D (LEAVE A REPLY)

Explanation: Because the new hire will have to work with the leadership of other departments, a panel style interview - at which the leadership of other departments is present - would be valuable in this situation. A situational interview style is useful when a candidate needs to be able to explain his decision within a hypothetical situation. That is less relevant under the circumstances described. A behavioral interview would ask the candidate how he behaved in a past situation. Again, that is not immediately relevant in this situation, nor would it be as useful as a panel interview.

NEW QUESTION: 31

Lewis is in charge of collecting feedback from employees about a new program that his company has implemented. The company has a number of locations, spread out across four different countries. Which of the following methods of data collection would be most effective for Lewis to employ?

A. Focus group

B. Interviews

C. Questionnaire

D. Observation

Answer: (SHOW ANSWER)

Explanation: The widespread nature of the company locations means that a questionnaire is going to be the most effective way to acquire feedback; the questionnaire can be sent

out, and employees can then complete it and return it by a certain time. A focus group is impractical, as it might be difficult to get enough people together for the discussion. Interviews and observation can prove to be cumbersome, both to employees and management, because they might require extensive travel and/or arranging of schedules.

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NEW QUESTION: 32

A large bank has been experiencing a high rate of unacceptable employee absenteeism. In most cases, employees are claiming sick days when evidence indicates that they are not ill and are, in fact, engaging in a variety of activities. For a number of these employees, the days absent are no longer covered by FMLA, and the bank needs to apply disciplinary actions for excess absenteeism. Unfortunately, a clear inappropriate absence policy is not within the employee manual, so the bank asks the human resources professional to assist in developing one. Such a policy should contain all of the following except:

- A. Statement about how many sick days each employee receives
- B. Indication of how sick days are counted within the calendar
- C. Information about how each absence is counted in days
- D. Requirement for a doctor's note for each sick day absence

Answer: D (LEAVE A REPLY)

Explanation: An employee absenteeism policy might include information about when a doctor's note is required, but it does not necessarily need to require a doctor's note in all situations. This might prove to be onerous to employees who are genuinely ill at home for a day but are not ill enough to visit a doctor. Additionally, a requirement for a note for each sick day absence would be an inappropriate policy, as the employee might be out for 45 days but is not likely to see the doctor each of those days. A good policy should, however, include the following: a statement about how many sick days each employee receives, an indication of how sick days are counted within the calendar, and information about how each absence is counted in days.

NEW QUESTION: 33

LMRDA is also referred to by which of the following names?

- A. NorrisLaGuardia Act
- B. TaftHartley Act

- C. Wagner Act
- D. LandrumGriffith Act

Answer: D (LEAVE A REPLY)

Explanation: As mentioned in the answer for question 149, the LaborManagement Reporting and Disclosure Act (LMRDA) of 1959 also goes by the name of LandrumGriffith (or the LandrumGriffith Act). The TaftHartley Act is the alternative name for the LaborManagement Relations Act (LMRA) of 1947. The NorrisLaGuardia goes by no other name. The Wagner Act is the alternative name for the National Labor Relations Act (NLRA).

NEW QUESTION: 34

Which of the following is not considered by OSHA to be a standard environmental health hazard?

- A. Ergonomic design
- B. Stress
- C. Plants
- D. Computer use
- E. Vibrations

Answer: (SHOW ANSWER)

Explanation: OSHA does not list computer use as one of its standard environmental health hazards. Computer use might contribute to other hazards (such as ergonomic design or stress), but it is not in itself a health hazard. Answer choices A, B, C, and E are incorrect because each represents one of OSHA's environmental health hazards.

NEW QUESTION: 35

When one company acquires another, what is the first step for the acquiring company's human resources department?

- A. Survey of the workforce for both organizations
- B. Elimination of redundant positions
- C. Review of collective bargaining agreements
- D. Assurance of OSHA compliance

Answer: (SHOW ANSWER)

Explanation: When one company acquires another, the first step for the acquiring company's human resources department is a survey of the workforce in both organizations. The goal is to identify redundant or conflicting positions. It may be that some of the employees in the acquired organization will need to be let go. Human resources departments will need to review the acquired organization's collective bargaining agreements and ensure compliance with OSHA regulations, but these activities should be performed subsequent to the workforce survey.

NEW QUESTION: 36

The "best practice" retention period for employee records that relate to discrimination charges should be how long after the employee is no longer with the company?

- A. 2 years
- B. 5 years
- C. 7 years
- D. 10 years

Answer: C (LEAVE A REPLY)

Explanation: The best practice retention period for employee records that relate to discrimination charges is 7 years after the employee leaves the company. This is defined by the Rehabilitation Act of 1973. The purpose is to maintain necessary records in case the employee pursues legal action. A retention period of 2 years or 5 years is too short. The business many prefer to retain such records for 10 years, but the Rehabilitation Act of 1973 identifies 7 years.

NEW QUESTION: 37

Which of the following types of employee rating systems is usually better for a smaller group of employees but can be difficult to organize with a larger group?

- A. Paired comparison
- B. Forced distribution
- C. Ranking
- D. Nominal scale

Answer: C (LEAVE A REPLY)

Explanation: A ranking system is usually better for a smaller group of employees but can be difficult to organize with a larger group. In a paired comparison, each employee's performance viewed in the context of another employee's performance. A forced distribution usually results in rating employees along a bell curve. A nominal scale is not recognized as a type of employee rating system.

NEW QUESTION: 38

What are Philip B.

Crosby's four absolutes of quality?

- A. communication, recruiting, evaluation, and planning
- B. unfreezing, moving, refreezing, and evaluating
- C. team learning, systems thinking, personal mastery, and shared vision
- D. conformance to requirements, prevention, performance standards, and measurement

Answer: D (LEAVE A REPLY)

Explanation: Philip B.

Crosby's four absolutes of quality are conformance to requirements, prevention, performance standards, and measurement. Crosby considered effective management the most important determinant of quality. In his view, the first criterion of quality was the extent to which products and processes conform to the standards set by management.

Prevention refers to intentional efforts to avoid mistakes. Performance standards refers to establishing high expectations. Measurement refers to a comprehensive program for assessing employee performance.

NEW QUESTION: 39

The Uniform Guidelines on Employee Selection Procedures declare that

- A. employers may never use selection tools that adversely impact protected classes.
- B. employers may use whichever selection tool they prefer.
- C. employers must use the selection tool that has the least adverse impact on protected classes.
- D. a selection tool has an adverse impact when the hiring rate for protected classes is less than half the rate for the class hired most often.

Answer: (SHOW ANSWER)

Explanation: The Uniform Guidelines on Employee Selection Procedures declare that employers must use the selection tool that has the least adverse impact on protected classes. Of course, this provision is only applicable when the employer has access to more than one selection tool. When there is no other option, employers may use selection tools that adversely impact protected classes. According to the UGESP, an adverse impact exists when the selection rate for a protected class is 4/5 or less of the normal selection rate.

NEW QUESTION: 40

Which piece of federal legislation created 401(k) plans for employees?

- A. Retirement Equity Act of 1984
- B. Tax Reform Act of 1986
- C. Revenue Act of 1978
- D. Employee Retirement Income Security Act of 1974

Answer: C (LEAVE A REPLY)

Explanation: The Revenue Act of 1978 created 401(k) plans for employees. This act also created flexible spending accounts, so that employees could spend untaxed income on medical expenses and then receive reimbursement.

NEW QUESTION: 41

Fran is interviewing candidates for an accounting position. Glenda seems like a very qualified candidate, but Fran finds her voice very annoying. Despite Glenda's solid record, Fran hires another candidate. Fran's decision demonstrates the

- A. central tendency.
- B. horn effect.
- C. stereotyping bias.
- D. cultural noise bias.

Answer: B (LEAVE A REPLY)

Explanation: Fran's decision demonstrates the horn effect. This phenomenon, also known as the harshness bias, is the tendency to allow one irritating aspect of the interviewee's performance to dominate perception. An interviewer should be aware of this potential pitfall, and should consider whether the characteristic he finds distracting will likely be so to other people, or whether it bears significantly on job performance. In this case, Glenda's voice will probably not have much effect on her performance as an accountant. The central tendency, meanwhile, is a bias towards rating all candidates roughly equal. Stereotyping bias is a tendency to attribute certain characteristics to an interviewee because of his gender, ethnicity, religion, etc. The cultural noise bias is created when an interviewee answers questions not honestly, but in the way he believes the interviewer wants them to be answered.

NEW QUESTION: 42

Which of the following types of bargaining strategies between an employer and union employees is considered to be illegal?

- A. Double breasting
- B. Lockout
- C. Secondary boycott
- D. Common situs picketing
- E. Sitdown strike

Answer: E (LEAVE A REPLY)

Explanation: While some types of strikes are fully legal, a sitdown strike is considered illegal. Double breasting is a reference to different types of businesses one being union and the other being nonunion and it has no immediate connection to bargaining strategies, so answer choice A is incorrect. A lockout is the result of an employer stopping work indefinitely, but it is not a bargaining strategy, so answer choice B is incorrect. A secondary boycott is the result of a union attempting to require the participation of a secondary employer who is not directly involved in a union issue with the primary employer, so answer choice C is incorrect. Common situs picketing is the result of two employers sharing a business location when one of the employers is engaged in a labor dispute with employees, so answer choice D is incorrect.

NEW QUESTION: 43

If Congress passes a bill while in session, and whether or not it is signed by the President, that bill becomes law within how many days?

- A. 10 days
- B. 12 days
- C. 15 days
- D. 20 days

Answer: A (LEAVE A REPLY)

Explanation: If Congress passes a bill while in session, and whether or not it is signed by the President, that bill becomes law within 10 days. The other answer choices-12 days, 15 days, and 20 days-are all too high.

NEW QUESTION: 44

As part of his new job in the finance department, Julian is taught to use a new accounting program. However, he finds that he does not often need to use this program in his work. So, although he quickly attains decent competence with the program, he does not make much progress thereafter. Which style of learning curve illustrates this situation?

- A. plateau learning curve
- B. positively accelerating learning curve
- C. negatively accelerating learning curve
- D. Sshaped learning curve

Answer: A (LEAVE A REPLY)

Explanation: This situation could be illustrated by a plateau learning curve. In this model, the learner makes rapid progress at first, but learning then slows almost to a halt. A plateau learning curve might occur when a task is easy to become competent at but difficult to master, or when a skill is easy to acquire but rarely practiced.

NEW QUESTION: 45

Which of the following is not considered one of the criteria under which the NLRB recognizes a successor employer, or a new employer who has taken over a company?

- A. Indicating a significant continuity in standard business activities
- B. Establishing a clear agreement with the previous employer
- C. Demonstrating a clear parallel in the products and procedures of the company
- D. Assimilating all employees under the previous employer into the company

Answer: D (LEAVE A REPLY)

Explanation: Among the criteria under which the NLRB recognizes a successor employer, or a new employer who has taken over a company, are the following: indicating a significant continuity in standard business activities, establishing a clear agreement with the previous employer, and demonstrating a clear parallel in the products and procedures of the company. The NLRB also recognizes as a successor employer one who assimilates a reasonable number of employees from under the previous employer, but the successor employer is not necessarily expected to assimilate all employees.

NEW QUESTION: 46

What is the human resource professional's strategic role in organizations within a company or corporation?

- A. Produce definitive change
- B. Encourage employees in their personal strengths
- C. Manage relationships between employees and the company

D. Handle any issues arising from compliance problems

E. Manage all employee problems

Answer: B (LEAVE A REPLY)

Explanation: In many cases, the human resources professional is responsible for acting as a kind of median between the company and its employees. In organizations, the role of the human resources professional is somewhat more specific; the HR professional is expected to encourage employees in their strengths and when necessary, help employees in building their strengths. Answer choice A is incorrect. While the HR professional's responsibility is related to change in organizations, it cannot produce definitive change if the need is too great. Answer choice C can be correct in the greater sense of the HR professional's job, but is not specific enough for the HR professional's responsibility within organizations. Similarly, answer choices D and E relate to the HR professional's job description but not within organizations.

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NEW QUESTION: 47

Which of the following is a consequence of the SarbanesOxley Act?

A. Employees may trade stock during pension fund blackout periods.

B. Companies are allowed to conduct their own stock appraisal.

C. CEOs may be punished for fraudulent financial reports.

D. Audit partners must alternate every two years.

Answer: (SHOW ANSWER)

Explanation: One consequence of the SarbanesOxley Act is that CEOs may be punished for fraudulent financial reports. This act was passed in 2002 after several large corporations, most notably Enron, collapsed under the weight of unethical accounting and executive mismanagement. The intention of the SarbanesOxley Act was to make top officials culpable for dishonest and reckless accounting. The act explicitly forbade employees from trading stocks during pension fund blackout periods, and asserted that companies must have their stock appraised by a certified external organization. The act also declared that audit partner assignments must alternate every five years.

NEW QUESTION: 48

Risk is defined as Probability x _____:

- A. Prevention
- B. Occurrence
- C. Avoidance
- D. Consequences

Answer: D (LEAVE A REPLY)

Explanation: Risk is defined as Probability x Consequences. In other words, a business must multiply the odds of something occurring by the results of that occurrence. The occurrence itself is a part of the process that leads to consequences, but it is not a direct element within the standard risk formula. The result of this formula enables a business to employ prevention or avoidance options.

NEW QUESTION: 49

How long after filing with the Department of Labor are ERISA records required to be maintained?

- A. 4 years
- B. 5 years
- C. 6 years
- D. 7 years
- E. 8 years

Answer: C (LEAVE A REPLY)

Explanation: Once a company has filed ERISA records with the Department of Labor, that company is required to maintain those records for a minimum of six years. Answer choices A, B, D, and E are incorrect because they do not reflect accurate federal guidelines for ERISA record keeping.

NEW QUESTION: 50

Which of the following does not fall under the Department of Labor's Safe Harbor provision?

- A. Employer commits to appropriate deductions in the future
- B. Employer promises to add correct deduction policy
- C. Employer shows evidence of clear deduction policy
- D. Employer pays employee back for incorrect deductions

Answer: B (LEAVE A REPLY)

Explanation: There are three primary scenarios in which safe harbor may be applied: the employer commits to appropriate deductions in future, the employer shows evidence of clear deduction policy, the employer pays employee back for incorrect deductions. The employer promising to add a correct deduction policy in the future is not considered part of safe harbor, however. The obvious problem in this situation is that the correct deduction policy does not already exist and is clearly not being applied within the company. This is unacceptable to the Department of Labor, and no safe harbor provision would exist for such an employer.

NEW QUESTION: 51

Employers will typically use which of the following in order to protect confidential company information?

- A. Lie detector test
- B. Nondisclosure agreement
- C. Employee contract
- D. Video surveillance
- E. Random searches

Answer: B (LEAVE A REPLY)

Explanation: Organizations typically use the nondisclosure agreement to protect their confidential company information. The lie detector test is only legal within certain boundaries, so answer choice A is incorrect. An employee contract generally binds an employee to the company for a specified length of time, but it does not necessarily protect confidential company information, so answer choice C is incorrect. Organizations utilize video surveillance and random searches to ensure that employees are performing their tasks appropriately, but these activities alone do not protect confidential company information, so answer choices D and E are incorrect.

NEW QUESTION: 52

In terms of "foreseeable leave" for FMLA rights, how long in advance must an employee notify his employer?

- A. 15 days
- B. 30 days
- C. 45 days
- D. 60 days

Answer: (SHOW ANSWER)

Explanation: If the leave is considered foreseeable, the employee is expected to notify his employer at least 30 days in advance. An advance notice of 15 days is too short, while an advance notice of 45 or 60 days is not required (though certainly not inappropriate, if the employee expects the leave to be necessary that far in advance).

NEW QUESTION: 53

Which piece of legislation established a new definition for "highly compensated individual"?

- A. Small Business Regulatory Enforcement Act Fairness Act of 1996
- B. SarbanesOxley Act of 2002
- C. Small Business Job Protection Act of 1996
- D. Pension Protection Act of 2006

Answer: C (LEAVE A REPLY)

Explanation: The Small Business Job Protection Act of 1996 established a new definition for "highly compensated individual." This act also created a new retirement plan for small businesses and altered the rules regarding S corporations.

NEW QUESTION: 54

A private company works as a contractor for federal defense agency. As a result of this agreement, many of the contractor employees will be engaging in positions of extreme sensitivity, and the contractor would like to give polygraph tests to employees. What is the federal policy regarding polygraph tests in this situation?

- A. All contractor employees may be given polygraph tests
- B. Federal law makes polygraphs illegal for anyone or any institution but the government to administer
- C. The employer may utilize anyone in the company to administer the polygraph
- D. Because the contractor does other work outside of his or her work with the defense agency, polygraphs are not allowed
- E. The polygraph test may be administered only to those who will be working in defensereLATED jobs

Answer: E (LEAVE A REPLY)

Explanation: Polygraph tests are allowed among federal defense contractors but may only be administered to those who will be working in the defensereLATED jobs. Most large contractors will not limit their contract work to the government, so it is entirely possible that the company will have employees doing work that is unrelated to the defense jobs. What is more, the employees who do work in connection with the defense agency but do not necessarily do sensitive work will not require polygraph testing. As a result, answer choice A is incorrect because there is no justification for testing all employees of the contractor. Answer choice B is incorrect because federal law does allow for polygraph testing in certain situations. Answer choice C is incorrect because it does not really address the question and because the information is not accuratepolygraph tests must be administered by certified professionals. Answer choice D is also incorrect because the nature of the contractor's work for the defense agency will likely justify polygraph testing for many of the employees.

NEW QUESTION: 55

Which type of medical insurance plan makes contract arrangements directly with employers?

- A. health maintenance organization
- B. physician hospital organization
- C. preferred provider organization
- D. feeforservice plan

Answer: B (LEAVE A REPLY)

Explanation: A physician hospital organization makes contract arrangements directly with employers. In this system, physicians and hospitals act as a single entity. In a health maintenance organization (HMO), patients are managed by a gatekeeper physician, who refers them to other medical professionals when necessary. In a preferred provider organization, patients work with a designated network of medical professionals. Fee-for-service plans allow the patient to shop around for medical services, the costs of which are initially covered by the patient, who is later reimbursed.

NEW QUESTION: 56

According to Title III of the Consumer Credit Protection Act of 1968, up to which percentage of an employee's income may be garnished for child support payments, if the employee is responsible for supporting a child or a spouse?

- A. 15
- B. 25
- C. 35
- D. 50

Answer: D (LEAVE A REPLY)

Explanation: According to Title III of the Consumer Credit Protection Act of 1968, up to 50 percent of an employee's income may be garnished for child support payments, if the employee is responsible for supporting a child or a spouse. All other answer choices-15 percent, 25 percent, and 35 percent-are too low.

NEW QUESTION: 57

What are the four Ps of marketing?

- A. product, price, payment, persistence
- B. preview, position, price, persuasion
- C. product, price, place, promotion
- D. promotion, place, position, (market) penetration

Answer: C (LEAVE A REPLY)

Explanation: The four Ps of marketing are product, price, place, and promotion. Product refers to the characteristics, appearance, and specifications of the item or service being sold. Price refers to the art of maximizing profits by establishing the right cost for the product. Placement refers to the venues in which the product or service will be sold. Finally, promotion refers to the set of advertising and public relations activities designed to stimulate sale of the product.

NEW QUESTION: 58

How far in advance of a planned union picketing must a representation petition be completed?

- A. 15 days
- B. 30 days

C. 45 days

D. 60 days

Answer: B (LEAVE A REPLY)

Explanation: A representation petition must be completed at least 30 days in advance of a planned union picketing. Failing to submit the petition within this time frame can result in the petition being unrecognized and thus being deemed an unfair labor practice. Among the answer choices, 15 days is obviously too short of a notice, and both 45 days and 60 days exceed the legal expectation. The union may, of course, notify that far in advance, but it is not necessary.

NEW QUESTION: 59

Yolanda is a human resources officer at an accounting firm. During tax season, Yolanda contracts with an agency that supplies temporary workers. These workers are paid by the temp agency rather than the accounting firm. What type of contract will Yolanda sign with the temp agency?

A. temporary contract

B. resolvable contract

C. thirdparty contract

D. indirect contract

Answer: (SHOW ANSWER)

Explanation: Yolanda will sign a thirdparty contract with the temp agency. A thirdparty contract requires actions to be taken by a party other than the two signing the deal. In this case, the temporary workers are addressed in the contract even though they do not sign it.

NEW QUESTION: 60

The Health Insurance Portability and Accountability Act (HIPAA) was added to ERISA to do which of the following?

A. Establish new guidelines for employee health insurance programs within organizations

B. Ensure that all employers are responsible for covering minimum health conditions among employees

C. Link ERISA to COBRA to protect any employees that are covered under COBRA guidelines

D. Forbid any discrimination based on preexisting health problems or conditions

E. Ensure that retired employees maintain healthcare coverage

Answer: D (LEAVE A REPLY)

Explanation: The Health Insurance Portability and Accountability Act was added to ERISA for the express purpose of forbidding any type of health benefit discrimination toward employees based on preexisting health problems or health conditions. Answer choice A is incorrect for several reasons. On the one hand, it is simply too vague to explain the purpose of HIPAA. What is more, answer choice A does not simply establish new guidelines for employee health insurance programs, so it is incorrect. Answer choices B

and C are incorrect because both refer to COBRA (answer choice B references COBRA inferentially), and HIPAA is not immediately connected to COBRA or to providing minimum health benefits for employees. Answer choice E is incorrect because it fails to specify the exact purpose of HIPAA and because HIPAA was not added to ERISA simply for the purpose of retired employees maintaining healthcare coverage.

NEW QUESTION: 61

Which of the following is a necessary part of the three plans that all organizations must develop?

- A. Company policy about employee protection
- B. Disaster recovery
- C. Hazard assessment
- D. Union policy for employee protection
- E. Fellow servant rule

Answer: (SHOW ANSWER)

Explanation: However organizations choose to create their plans, a company policy about employee protection is required for all of them. This policy lets employees know what the organization's approach to employee protection is. Answer choice B is incorrect because a disaster recovery plan is not a necessary part of the three plans. Answer choice C is incorrect because organizations are not obligated to include hazard assessment in all three plans. Answer choice D is incorrect because organizations are not required to include a union policy about employee protection. And answer choice E is incorrect because organizations are not required to create a fellow servant rule. In fact, the fellow servant rule is a part of common law doctrine that is now considered obsolete.

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NEW QUESTION: 62

Which of the following is considered an involuntary benefit that employers must provide for employees?

- A. Social security
- B. Vacation time
- C. Qualified pension plan
- D. Paid holidays

Answer: (SHOW ANSWER)

Explanation: Social security, like Medicare, is an involuntary benefit that employers must provide. Vacation time, qualified pension plans, and paid holidays, on the other hand, are all voluntary benefits that employers have the option to provide or not provide for employees.

NEW QUESTION: 63

The LaborManagement Reporting and Disclosure Act (LMRDA) of 1959 required that national unions conduct leadership elections how often?

- A. Every 2 years
- B. Every 3 years
- C. Every 4 years
- D. Every 5 years

Answer: D (LEAVE A REPLY)

Explanation: LMRDA required that national unions conduct leadership elections every five years. As noted in the answer for question 150, the option for three years reflects the requirement for local unions. The other answer choices do not reflect union leadership election requirements.

NEW QUESTION: 64

Which of the following is not a valid step in the mediation process?

- A. Structure
- B. Introductions
- C. Opinions
- D. Negotiating

Answer: C (LEAVE A REPLY)

Explanation: The steps in the mediation process include the following: Structure, Introductions, Factfinding, Options, and Negotiating. "Opinions" is not one of these steps. (In fact, it is likely due to opinions that the mediation was necessary in the first place.)

NEW QUESTION: 65

Within how many days of receiving a citation must an employer file a Notice of Contest?

- A. 7
- B. 15
- C. 30
- D. 45

Answer: (SHOW ANSWER)

Explanation: Should an employer receive a citation, he has a maximum of 15 days to file a Notice of Contest. The employer may certainly file the Notice of Contest within 7 days, but there is still time beyond this to consider the decision. Filing a Notice of Contest 30 or 45 days after receiving the citation would be too late.

NEW QUESTION: 66

Which of the following is NOT a source of motivation identified in McClelland's acquired needs theory?

- A. achievement
- B. power
- C. affiliation
- D. wealth

Answer: D (LEAVE A REPLY)

Explanation: Wealth is not one of the sources of motivation identified in McClelland's acquired needs theory. According to McClelland, people are driven to pursue achievement, affiliation, or power. Those who seek achievement will take some risks and listen to constructive criticism. However, these people want to ensure that they have responsibility for their work, because having a sense of ownership over the completed task is important for them. People who are motivated by affiliation seek to be accepted by their colleagues and peers. These people should not be isolated. People who seek power want to exert control over people or processes.

NEW QUESTION: 67

Byron wants to analyze the relationship between the size of the holiday advertising budget and sales. Which analytical strategy will he use?

- A. trend analysis
- B. ratio
- C. simple linear regression
- D. multiple linear regression

Answer: C (LEAVE A REPLY)

Explanation: Byron will use a simple linear regression. A simple linear regression is good for examining the relationship between two variables. In this case, Byron wants to look at the relationship between the advertising budget and sales. A trend analysis, on the other hand, focuses on a single variable. A ratio considers the relationship between two variables, but it is more aimed at establishing a traditional benchmark than in learning more about the relationship. Finally, a multiple linear regression analyzes the relationships among more than two variables.

NEW QUESTION: 68

Which of the following is not considered a type of FMLA leave?

- A. Continuous
- B. Reduced
- C. Permanent
- D. Intermittent

Answer: (SHOW ANSWER)

Explanation: FMLA leave falls into one of the following three categories: continuous, reduced, or intermittent. FMLA does not provide for permanent leave, in the sense that the employer is not expected to provide coverage if the employee ceases to be part of the company. Permanent leave is ultimately termination and falls under different laws altogether.

NEW QUESTION: 69

Which of the following types of deferred compensation plans offers employees a fixed annual percentage and thus is best in a company that has fairly consistent annual earnings?

- A. Profitsharing
- B. Money purchase
- C. Cash balance
- D. Target benefit

Answer: B (LEAVE A REPLY)

Explanation: A money purchase plan offers employees a fixed annual percentage and thus is best in a company that has fairly consistent annual earnings. A profitsharing plan, also known as a discretionary contribution plan, is considered to be best in a company that has highly variable annual profits. A cash balance plan is considered "portable" because employees can remove the money from the plan and convert the payment into other forms. A target benefit plan uses actuarial formulas to determine how much an employee will receive toward retirement.

NEW QUESTION: 70

If OSHA fails to issue the final order, what is the next step that the employee may take?

- A. Contact his congressional representative to discuss the matter
- B. File a law suit in a U.S. district court
- C. Request a restraining order against the employer
- D. Submit an official request that the company improve its whistleblower policy

Answer: (SHOW ANSWER)

Explanation: If OSHA fails to issue the final order, the employee then has the right to file a law suit in a U.S. district court. The employee may choose to contact his congressional representative, but it is more than likely the representative will simply review the employee's legal rights and encourage filing suit. Requesting a restraining order is not necessarily an appropriate step in this case; filing the full law suit, however, is. Submitting an official request about an improvement to the whistleblower policy is unlikely to accomplish much; the employer's actions would call for a larger response from OSHA and the legal system.

NEW QUESTION: 71

The Williamson Company is using the paired comparison method to appraise performance. There are seven people in the sales job group. With how many people will each member of this group be compared?

- A. One
- B. Two
- C. Six
- D. Seven

Answer: C (LEAVE A REPLY)

Explanation: Since the Williamson Company is using the paired comparison method, each member of the sales job group will be compared with six other people. The paired comparison method requires every member of the job group to be compared to every other member. This means that each member of the Williamson Company's sales group will be compared to the other six members. The paired comparison method is a good way to rank employees systematically.

NEW QUESTION: 72

Which component of an affirmative action plan provides demographic information for the labor market related to each job group?

- A. job group analysis
- B. determination of availability
- C. comparison of incumbency to availability
- D. organizational profile

Answer: B (LEAVE A REPLY)

Explanation: In an affirmative action plan, the determination of availability provides demographic information for the labor market related to each job group. Specifically, this part of the affirmative action plan indicates how many women and minorities are available to fill positions in each job group. A determination of availability should include internal and external candidates. A job group analysis indicates how the business categorizes various positions. The comparison of incumbency to availability calculates the company's success at employing minorities compared with the job market as a whole. Finally, the organizational profile is a simple list of the positions within the business.

NEW QUESTION: 73

Which of the following OSHA forms is intended to be a Log of WorkRelated Injuries and Illnesses?

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

Answer: A (LEAVE A REPLY)

Explanation: OSHA Form 300 is intended to be a Log of WorkRelated Injuries and Illnesses. OSHA Form 300A is intended to be a Summary of WorkRelated Injuries and Illnesses. OSHA Form 301 is intended to be an Injury and Illness Incident Report. OSHA Form 301A does not exist.

NEW QUESTION: 74

All of the following are acceptable salary deductions for exempt employees except:

- A. Unpaid leave under FMLA
- B. Suspensions for two days due to inappropriate workplace behavior
- C. During the first week of employment when employee works a full week
- D. To offset an employee's military pay

Answer: C (LEAVE A REPLY)

Explanation: The exemption status for the first (or last) week of employment only applies if the employee works less than the full week. As the employee is working the full week during the first week of employment, no exemption status is appropriate. The other answer choices-unpaid leave under FMLA, suspensions for inappropriate workplace behavior, and offsetting military pay-are all eligible for exemptions.

NEW QUESTION: 75

The DrugFree Workplace Act of 1988 applies to which of the following types of organizations?

- A. Large corporations
- B. Federal contractors
- C. Government agencies
- D. Local businesses governed under municipal laws
- E. Academic organizations

Answer: B (LEAVE A REPLY)

Explanation: The DrugFree Workplace Act of 1988 applies specifically to federal contractors (specifically, the contractors that make at least \$100,000). Answer choices A, C, D, and E are incorrect because they inaccurately reflect the types of organizations to which the DrugFree Workplace Act of 1988 refers. Specifically, answer choice A is incorrect because it is far too vague. A federal contractor might be a large corporation, but not all large corporations are going to be federal contractors. Answer choice C is incorrect because federal contractors might be funded through government agencies but are entirely different organizations. Answer choice D is incorrect because it simply makes no sense: all local businesses will, in some way, be governed under municipal laws. Answer choice E is also incorrect because academic organizations - like most business that are not federal contractors - are responsible for developing their own substance abuse policies for the workplace.

NEW QUESTION: 76

Which of the following types of health care plans is generally the most costly for patients but allows them to make their own selection of facilities and physicians?

- A. PPO
- B. POS
- C. HMO
- D. FFS

Answer: D (LEAVE A REPLY)

Explanation: An FFS, or Fee-for-service, plan is generally the most costly for patients but allows them to make their own selection of facilities and physicians. A PPO, or Preferred Provider Organization, plan does not require that patients first contact a "gatekeeper" for medical treatment but allows patients to choose from a broad network. A POS, or Point of Service, plan offers a network (like a PPO) but allows patients to meet with a physician outside this network and request reimbursement later on. An HMO, or Health Maintenance Organization, plan does require a "gatekeeper" but also focuses on lower health care costs for patients and care that aims to prevent higher costs later on.

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NEW QUESTION: 77

All of the following are part of the Fair Labor Standards Act except:

- A. Minimum wage
- B. Exemption conditions for employees
- C. Work conditions for children under 18
- D. Overtime
- E. Federal service contracts

Answer: E (LEAVE A REPLY)

Explanation: The McNamara-O'Hara Service Contract Act (1965) covers federal service contracts, but the Fair Labor Standards Act does not. The Fair Labor Standards Act does, however, cover minimum wage requirements, exemption conditions for employees, work conditions for children under 18, and overtime. As a result, answer choices A, B, C, and D are all incorrect.

NEW QUESTION: 78

Why is an understanding of the legal process so valuable for the human resources professional?

- A.** Human resources professionals are the ones responsible for contacting members of Congress in the event that legislation should be proposed
- B.** The business world is increasingly involved with the legislative process, and the human resources professional is a company's outside contact for legislation
- C.** Understanding the legislative process is essential for small businesses to become corporations
- D.** Legislation influences the relationship between employers and employees, and the human resources professional is responsible for understanding this relationship
- E.** Human resources professionals are expected to function as lobbyists to Congress should legislation need to be enacted

Answer: (SHOW ANSWER)

Explanation: Simply put, the legislation that will affect a business often will affect that business's relationship with its employees. Because the human resources professional is, in some ways, the intermediary between the employers and the employees, he or she should be at least somewhat familiar with legislation and the legislative process. Answer choice A is not correct because the human resources professional is not necessarily responsible for contacting a member of Congress about submitting legislation. Similarly, answer choice B is incorrect because the human resources professional is not required to act as the company's outside contact. Answer choice C is largely irrelevant to the larger question and, if true, would only refer to human resources professionals at small companies that are hoping to expand. Answer choice E is also incorrect because lobbying before Congress is a task that anyone can perform, but does not necessarily fall under the specific job description of the human resources professional.

NEW QUESTION: 79

Name one consequence of the Clayton Act of 1914.

- A.** Workers retained the right to organize.
- B.** The Sherman Act was applied to unions.
- C.** Employers could not always use injunctions to break strikes.
- D.** Federal contractors must pay the going rate for workers.

Answer: C (LEAVE A REPLY)

Explanation: One consequence of the Clayton Act of 1914 was that employers could not use injunctions to break strikes. This act was intended to protect the free market from monopolies and exclusive business arrangements. This act was unique at the time because it made executives responsible for violations.

NEW QUESTION: 80

The Age Discrimination in Employment Act requires that any employee records related to charges of discrimination must be retained

- A. until the charges are resolved.
- B. for one year.
- C. for two years or until the charges are resolved, whichever comes first.
- D. for seven years.

Answer: A (LEAVE A REPLY)

Explanation: The Age Discrimination in Employment Act requires that any employee records related to charges of discrimination must be retained until the charges are resolved. Once the charges are resolved, records may be expunged. The Age Discrimination in Employment Act was passed with the intention of helping older people find jobs. It required businesses to declare any reasons for failing to hire older workers at an appropriate rate.

NEW QUESTION: 81

Which of the following best defines the purpose of talent management for the human resources professional?

- A. Creating interest for potential employees and developing current employees with the potential for management and executive positions
- B. Locating new talent that will enable the organization to grow and improve
- C. Training all employees for expected promotions within the organization
- D. Setting apart employees who are currently ready or will be ready for higher positions
- E. Identifying employees who have the most potential and training them for management positions within the organization

Answer: A (LEAVE A REPLY)

Explanation: The purpose of talent management is twofold: to create a reputation and working situation that draws in new talent and to hold on to the talent by constantly maintaining the most effective work situation for employees. Answer choice A best summarizes this description, so it is correct. Answer choices B, D, and E all contain descriptions that are part of talent management, but each fails to encompass the entire purpose of talent management. As a result, answer choices B, D, and E are all incorrect. Answer choice C is also incorrect because it steps beyond any purpose of talent management. The goal of this process is not to train all employees for promotion but rather to attract employees with significant talent and to maintain them within the organization.

NEW QUESTION: 82

Which of the following is NOT one of the quality management phases identified by Joseph M.

Juran?

- A. quality control
- B. quality planning
- C. quality selection
- D. quality improvement

Answer: C (LEAVE A REPLY)

Explanation: Quality selection is not one of the quality management phases identified by Joseph M.

Juran. According to Juran, quality management begins with planning that takes into consideration the most important factors in quality. Quality control is the system that makes sure processes adhere to quality planning. Finally, quality improvements are continuous increases in the standard of organizational performance.

NEW QUESTION: 83

Tara's boss asks her to pick up an important client from the airport. The client's flight is delayed, so Tara goes to a nearby restaurant and eats dinner. Should Tara be compensated for this time?

- A. Yes, because she has been engaged to wait.
- B. Yes, because she is waiting to be engaged.
- C. No, because she has been engaged to wait.
- D. No, because she is waiting to be engaged.

Answer: A (LEAVE A REPLY)

Explanation: Tara should be compensated for this time, because she has been engaged to wait. She is not responsible for the flight delay, and so long as her employer wants her to keep waiting for the delayed flight, she should continue to be compensated.

NEW QUESTION: 84

How many managers does each employee report to in a matrix organization?

- A. 0
- B. 1
- C. 2
- D. 4

Answer: C (LEAVE A REPLY)

Explanation: In a matrix organization, each employee reports to two managers: a product manager and a functional manager. That is, each employee reports to someone responsible for overseeing the development of a particular product, and someone responsible for overseeing certain types of employees. Matrix organizations require a great deal of cooperation and communication.

NEW QUESTION: 85

All of the following relate specifically to workers' compensation laws for particular industries except:

- A. FECA
- B. BLBA
- C. LHWCA
- D. NLRA

Answer: (SHOW ANSWER)

Explanation: NLRA, or the National Labor Relations Act of 1935, applies primarily to labor standards in the United States, as well as the relationship between employers and their workers. FECA refers to the Federal Employees Compensation Act of 1916; BLBA refers to the Black Lung Benefits Act of 1969/1977; LHWCA refers to the Longshore and Harbor Workers' Compensation Act of 1927.

NEW QUESTION: 86

Within how many months of an incident must a labor charge be filed?

- A. 3
- B. 4
- C. 5
- D. 6

Answer: (SHOW ANSWER)

Explanation: A labor charge must be filed within 6 months of an incident. The charge may, of course, be filed within 3, 4, or 5 months, but these options do not reflect the full legal provision.

NEW QUESTION: 87

The final step in a job pricing exercise is

- A. a salary range recommendation.
- B. a wage target.
- C. hiring the least costly candidate.
- D. weighing candidate qualifications against available funds.

Answer: A (LEAVE A REPLY)

Explanation: The final step in a job pricing exercise is a salary range recommendation. Job pricing is an exercise for determining the appropriate salary for a new or modified position. It begins by fully defining the job description. The next step is to obtain a relevant salary survey and analyze the compensation for similar positions. The final step is to recommend a range of salaries, from which executives can choose.

NEW QUESTION: 88

According to the Pregnancy Discrimination Act of 1978, employers should treat pregnancy like a

- A. workrelated illness.
- B. workrelated injury.
- C. shortterm disability.
- D. longterm disability.

Answer: C (LEAVE A REPLY)

Explanation: According to the Pregnancy Discrimination Act of 1978, employers should treat pregnancy like a shortterm disability. The Pregnancy Discrimination Act is an

amendment to Title VII. Pregnant women are entitled to all of the benefits and accommodations due to the disabled.

NEW QUESTION: 89

An unfair labor practice (ULP) is defined as

- A. Any type of coercion on the part of employers against unions
- B. Discrimination against employees and union representatives during a strike
- C. Activity from employer or union that hinders employees from exercising rights
- D. Participating in strikes or boycotts that are prohibited by law
- E. Restraint that employers use to prevent employees from unionizing

Answer: (SHOW ANSWER)

Explanation: An unfair labor practice is defined as any activity from an employer or a union that hinders employees from exercising their rights. Answer choices A, B, D, and E are incorrect. While they describe types of unfair labor practices, they fail to provide a complete definition of ULP. Each offers a type of unfair labor practice, but does not encompass the total definition.

NEW QUESTION: 90

Which of the following provides the best definition of organization development?

- A. Creating a mutual understanding of the values within an organization
- B. Discovering methods of strategic intervention to address problems within the organization
- C. Establishing means of employee participation in decisions that are made within organizations
- D. Creating a sense of balance between employers and their employees in a company
- E. Analyzing the various elements of an organization's makeup and reviewing opportunities for improvement

Answer: E (LEAVE A REPLY)

Explanation: Organization development is the process by which a human resources professional analyzes the elements of an organization's makeup and considers opportunities for improvement. Answer choice A is incorrect because the definition refers more to organization culture than it does to organization development. And answer choices B, C, and D are incorrect because they refer to elements of organization development but do not explain the larger definition of the process as a whole.

NEW QUESTION: 91

A human resources professional is putting together a training session, during which employees will be expected to complete a number of small group activities. What type of seating would be most effective for this training session?

- A. Classroom
- B. Chevron

C. Banquet

D. Theater

Answer: C (LEAVE A REPLY)

Explanation: Banquetstyle seating, in which groups of employees will be arranged at tables, is best for a training session with small group activities. Classroomstyle seating is best if the employees will simply be facing the front of a room and listening to a speaker. Chevronstyle seating is best for a combination of activities that include video presentations and group interaction. Theaterstyle seating accommodates the largest number of people and also works well for various presentations.

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NEW QUESTION: 92

Which of the following is considered indirect compensation?

A. variable compensation

B. performance bonus

C. leave of absence

D. base pay

Answer: (SHOW ANSWER)

Explanation: A leave of absence is considered indirect compensation. Compensation is indirect when it cannot easily be assigned a monetary value. Since an employee is not paid during a leave of absence, granting one is not a direct expense for the company. Of course, the employee's absence may result in diminished productivity and therefore less revenue for the company, but it is difficult to quantify this loss.

NEW QUESTION: 93

How are vacation pay policies established for organizations?

A. Vacation pay policies are created under the guidelines of the FMLA

B. Vacation pay policies are established by each company

C. Vacation pay policies fall under the rules of ERISA

D. Vacation pay policies fall under the jurisdiction of stateestablished guidelines

E. Vacation pay policies are created by union policies within companies

Answer: B (LEAVE A REPLY)

Explanation: Each company is responsible for establishing the vacation pay policies that will apply to the employees of that company. The FMLA does not specify vacation pay policies, so answer choice A is incorrect. ERISA is the Employee Retirement Income Security Act of 1974, so it does not relate to vacation pay policies; therefore, answer choice C is incorrect. States do not establish vacation pay guidelines (apart from basic compensation requirements established at the federal level), so answer choice D is incorrect. And unions might vote for changes within vacation pay policies, but they are not responsible for creating these policies, so answer choice E is incorrect.

NEW QUESTION: 94

The minimum number of employees that are required for an organization to complete OSHA forms is which of the following?

- A. 10
- B. 11
- C. 12
- D. 15
- E. 17

Answer: (SHOW ANSWER)

Explanation: Organizations with up to 10 employees are not required to file OSHA forms. As a result, organizations with a minimum of 11 employees must file OSHA forms. Answer choices A, C, D, and E are incorrect because they reflect the incorrect number of employees for filing OSHA documentation.

NEW QUESTION: 95

According to the Walsh Healy Public Contracts Act of 1936, what is the contract threshold for government contractors to be required to pay the local minimum wage to employees?

- A. \$5,000
- B. \$10,000
- C. \$15,000
- D. \$20,000

Answer: B (LEAVE A REPLY)

Explanation: The Walsh Healy Public Contracts Act of 1936 determines that for any government contract over \$10,000 the local minimum wage requirement applies to workers. The other answer choice options (\$5,000; \$15,000; and \$20,000) are either too low or already fall within the minimum requirement of \$10,000.

NEW QUESTION: 96

Which of the following elements is not a part of the ADDIE model of instructional design?

- A. Administration
- B. Design
- C. Development

D. Implementation

E. Evaluation

Answer: (SHOW ANSWER)

Explanation: The instructional design acronym known as the ADDIE model begins not with Administration but with Analysis. The other options - Design, Development, Implementation, and Evaluation - are all accurate elements of the ADDIE acronym.

NEW QUESTION: 97

Derek is delivering a presentation to a group of trainees. During the presentation, the trainees will need to take comprehensive notes. How should Derek arrange the seats in the training room?

A. conference style

B. Ushaped style

C. classroom style

D. Chevron style

Answer: (SHOW ANSWER)

Explanation: Derek should arrange the seats in the classroom style. In this style, participants are placed behind desks facing towards the front of the room. This seating arrangement is most appropriate for presentations delivered by a single person, especially when the participants will need to be making notes. In conference style seating, participants are placed around a large square table. In the Ushaped seating style, participants are placed around three sides of a large table, and the presenter stands on the fourth side. In the Chevron style of seating, participants are placed in rows that face the front of the room at an angle, so that they are facing both the presenter and, to a lesser extent, one another.

NEW QUESTION: 98

In the sales department of Fitch Company, employees know that the size of their annual bonus is tied to their performance. The company has published a chart indicating the relationship between sales and compensation. The employees of Fitch Company have

A. an entitlement philosophy.

B. line of sight.

C. intrinsic rewards.

D. fiduciary responsibility.

Answer: B (LEAVE A REPLY)

Explanation: The employees of Fitch Company have line of sight. Line of sight exists when employees feel that their performance will determine their compensation in the future. Companies in which employees have line of sight tend to have higher levels of performance. A company with an entitlement philosophy rewards employees for seniority. Intrinsic rewards are the pleasures and satisfactions of a job well done. Businesses should seek to maximize the opportunities for creating intrinsic rewards for their employees. A

fiduciary responsibility is the duty to handle someone else's affairs, typically with regard to financial matters, with appropriate care.

NEW QUESTION: 99

The Green Company is putting together a group incentive. To begin with, management assesses the baseline productivity levels of the organization. Incentives are given when the group exceeds baseline productivity. What type of program has the Green Company established?

- A. gainsharing
- B. Scanlon Plan
- C. improshare
- D. profit sharing

Answer: (SHOW ANSWER)

Explanation: The Green Company has established an improshare program. In this type of group incentive program, employees are rewarded for performing above a preestablished baseline standard. If the employees consistently exceed the baseline, it may be raised in the future. A gainsharing program is a more general attempt to improve the performance of the entire organization. A Scanlon plan gives employees a share of the cost savings achieved through increased productivity. A profitsharing plan gives employees a percentage of the organization's profits.

NEW QUESTION: 100

Felix is interviewing a candidate for a position in an oil and gas company with locations around the world. As they talk, the candidate mentions his wife. What is an appropriate question that Felix may ask the candidate about his family?

- A. Are you willing to relocate?
- B. Do you and your wife plan to have children?
- C. Do any other family members live with you?
- D. Does your wife also work?

Answer: (SHOW ANSWER)

Explanation: If the candidate mentions family, an appropriate question, particularly for a company that has locations around the world, would be to ask if the candidate is willing to relocate. The other questions are inappropriate (Do you and your wife plan to have children? Do any other family members live with you? Does your wife also work?); the only way to acquire this information would be if the candidate decides to volunteer it.

NEW QUESTION: 101

Which of the following is a strategic function of the human resources department?

- A. Creating retention plans
- B. Recruiting new employees
- C. Ensuring compliance with federal regulations

D. Keeping employee data confidential

Answer: A (LEAVE A REPLY)

Explanation: Creating retention plans is a strategic function of the human resources department. This activity is considered strategic because it is concerned with maintaining an optimal workforce over the long term. Recruiting new employees is more of an operational function, in that it is a practical application of the organization's strategic planning. Insuring compliance with federal regulations and maintaining the confidentiality of employee data are considered administrative functions, because they are part of the normal course of business for a human resources department.

NEW QUESTION: 102

The Motivation/Hygiene Theory (1959) is attributed to which of the following researchers?

- A. Fredrick Herzberg
- B. Clayton Alderfer
- C. Abraham Maslow
- D. Victor Vroom

Answer: A (LEAVE A REPLY)

Explanation: The Motivation/Hygiene Theory of 1959, which focuses on raising the value of a job in the eyes of the employee, is attributed to Fredrick Herzberg. Clayton Alderfer is responsible for the ERG Theory of 1969; Victor Vroom is credited with the Expectancy Theory of 1964; Abraham Maslow is credited with the Hierarchy of Needs Theory of 1954.

NEW QUESTION: 103

Which of the following statements about payroll systems is false?

- A. Payroll systems must monitor tax payments.
- B. Large companies often develop their own payroll software.
- C. Payroll systems must maintain employee confidentiality.
- D. Payroll systems are always the responsibility of the human resources department.

Answer: D (LEAVE A REPLY)

Explanation: Payroll systems are not always the responsibility of the human resources department. In some organizations, payroll is handled by the finance department. The other answer choices are true statements.

NEW QUESTION: 104

Which case first defined employment atwill?

- A. Payne v. The Western & Atlantic Railroad Company (1884)
- B. Burlington Industries v. Ellerth (1998)
- C. Albemarle Paper v. Moody (1975)
- D. Griggs v. Duke Power (1971)

Answer: A (LEAVE A REPLY)

Explanation: Payne v. The Western & Atlantic Railroad Company (1884) first defined employment at will. In this case, the Tennessee Supreme Court ruled that employment at will is an arrangement that either side may terminate at any time. Of course, this definition led to many abuses by employers until subsequent legislation clarified the rights of workers.

NEW QUESTION: 105

Which of the following pieces of legislation does not, at this time, apply to private employers?

- A. Fair Credit Reporting Act of 1970
- B. Immigration and Nationality Act of 1952
- C. Civil Rights Act of 1991
- D. Privacy Act of 1974

Answer: (SHOW ANSWER)

Explanation: The Privacy Act of 1974 reflects data collection activities within federal agencies. It does not apply to private employers. The Fair Credit Reporting Act of 1970, the Immigration and Nationality Act of 1952, and the Civil Rights Act of 1991 all currently have elements that apply to private employers.

NEW QUESTION: 106

The Immigration Reform and Control Act (IRCA) of 1986 applies to businesses with minimum of how many employees?

- A. 4
- B. 7
- C. 10
- D. 12

Answer: A (LEAVE A REPLY)

Explanation: The Immigration Reform and Control Act (IRCA) of 1986 applies to businesses with minimum of 4 employees. The other answer choices - 7, 10, and 12 - are too high. IRCA regulations apply to very small businesses.

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NEW QUESTION: 107

For a different training session, the course will include several video presentations, while the instructor and students will also be expected to interact during the session. What type of seating would be most effective for this training session?

- A. Classroom
- B. Chevron
- C. Banquet
- D. Theater

Answer: (SHOW ANSWER)

Explanation: Chevronstyle seating is best for a combination of activities that include video presentations and group interaction. Classroomstyle seating is best if the employees will simply be facing the front of a room and listening to a speaker. Banquetstyle seating, in which groups of employees will be arranged at tables, is best for a training session with small group activities. Theaterstyle seating accommodates the largest number of people and also works well for various presentations.

NEW QUESTION: 108

Which of the following is not a part of the due diligence process that a human resources professional must review during a merger?

- A. Affirmative Action plans
- B. Employment contracts
- C. Whistleblower prevention
- D. OSHA compliance
- E. Union activity

Answer: (SHOW ANSWER)

Explanation: A due diligence process during a merger should focus primarily on recording the following basics of company employee details: documentation regarding employee names, employment contracts, I9 forms, benefit contracts, compensation information, company policy and procedures (such as handbooks for employees), compliance documentation for equal opportunity, information about company labor relations (including labor activity), all information about potential legal situations (such as legal violations, sexual harassment claims, and disputes about employee terminations), and legal compliance documentation for COBRA, FMLA, WARN, and OSHA. This means that answer choices A, B, D, and E all fall within the boundaries of due diligence for a merger, leaving only answer choice

C. What is more, whistleblower prevention is not necessarily legal - as there are a number of laws designed to protect whistleblowers - so a company could not legally retain or utilize whistleblower techniques.

NEW QUESTION: 109

A realistic job preview (RJP) should be used when

- A. unemployment is high.

- B. recruits have access to plenty of information about the job.
- C. the selection ratio is high.
- D. employee replacement costs are high.

Answer: D (LEAVE A REPLY)

Explanation: A realistic job preview should be used when employee replacement costs are high. If it is expensive to hire and train new employees, it is important to maximize the number of new employees who stay with the organization. A realistic job preview winnows out recruits who are less likely to thrive. The other answer choices are scenarios in which a realistic job preview would not be appropriate. When unemployment is high, recruits will be less likely to decline an unsuitable job, because they will doubt their ability to find another. When recruits have access to plenty of information about the job, a realistic job preview is unnecessary. When the selection ratio is high (there are few applicants relative to the number of jobs available), an organization may not be able to afford scaring away potential employees.

NEW QUESTION: 110

In the event that a potential retaliatory action has occurred from an employer against an employee, what is generally OSHA's first goal?

- A. Have employee reinstated with full benefits and back pay
- B. File criminal charges against employer for illegal retaliation
- C. Attempt reconciliation between employer and employee
- D. Protect employee by requiring continued pay without requiring a return to work

Answer: (SHOW ANSWER)

Explanation: OSHA's first goal is to attempt a reconciliation between the employee and his employer. If there is a possibility of avoiding legal action, it should be taken to avoid weighing down the legal system. (Thus answer choice B is not correct.) In the process of this reconciliation, OSHA might also work to have the employee reinstated with full benefits and back pay, but this would reflect the individual situation and is part of the larger reconciliation process instead of the primary goal. OSHA could step in to protect the employee by requiring continued pay without requiring a return to work, but again this would reflect an individual situation and would not necessarily be the primary goal.

NEW QUESTION: 111

Which of the following types of employee rating systems usually results in rating employees along a bell curve?

- A. Paired comparison
- B. Forced distribution
- C. Ranking
- D. Nominal scale

Answer: B (LEAVE A REPLY)

Explanation: A forced distribution usually results in rating employees along a bell curve. In a paired comparison, each employee's performance viewed in the context of another employee's performance. A ranking system is usually better for a smaller group of employees but can be difficult to organize with a larger group. A nominal scale is not recognized as a type of employee rating system.

NEW QUESTION: 112

Which of the following best represents what an employer can do when employees begin to unionize?

- A. Employers may contact union leaders and forbid unionization.
- B. Employers may block employees who begin the process of unionization
- C. Employers may threaten to replace workers who choose to unionize
- D. Employers may explain problems with unionization to employees
- E. Employers are not allowed to discuss unionization with employees

Answer: (SHOW ANSWER)

Explanation: When an employer discovers that employees are beginning to unionize, the employer is not allowed to prevent unionization. The employer can, however, provide information to employees about the problems involved with unionization. Answer choice A is incorrect because the employer may not contact union leaders and forbid unionization. Answer choice B is incorrect because employers are not allowed to block employees who begin to unionize. Answer choice C is incorrect because employers may not threaten to replace workers who choose to unionize (although employers may replace workers during a lawful economic strike). Answer choice E is incorrect because employers are allowed to discuss unionization with employees; however, the substance of that discussion can be restricted by law.

NEW QUESTION: 113

Which of the following is not a step in the strategic planning process?

- A. Environmental scanning
- B. Formulating strategy
- C. Creating business plan
- D. Implementing strategy
- E. Making adjustments to strategy

Answer: C (LEAVE A REPLY)

Explanation: Creating a business plan, while useful for businesses that are in their early stages, is not an identifiable step within the strategic planning process that a human resources professional may complete. On the other hand, completing an environmental scan (answer choice A), formulating a strategy (answer choice B), implementing that strategy (answer choice D), and adjusting the strategy (answer choice E) are all significant steps in the strategic planning process. It is important to bear in mind that strategic planning is related largely to a company's future goals for growth and improvement.

NEW QUESTION: 114

How much COBRA coverage is allowed after an employee is terminated due to being disabled?

- A. 0 months
- B. 18 months
- C. 29 months
- D. 36 months

Answer: C (LEAVE A REPLY)

Explanation: COBRA coverage is provided for 29 months after an employee termination due to being disabled. The options for 0 months and 18 months are too brief; the option for 36 months goes beyond the COBRA provision.

NEW QUESTION: 115

Children as young as the age indicated in question 115 may work in all of the following types of jobs except:

- A. Farming
- B. Retail
- C. Technical
- D. Administrative

Answer: A (LEAVE A REPLY)

Explanation: Children as young as 14 may work in retail, as well as technical and administrative positions (assuming the children in question have the skills/knowledge for such jobs). They may not, however, work in farm jobs; these are reserved for children of at least 16.

NEW QUESTION: 116

In which case did the Supreme Court rule that job requirements must be demonstrably related to the job?

- A. Automobile Workers v. Johnson Controls (1977)
- B. Griggs v. Duke Power (1971)
- C. Albemarle Paper v. Moody (1975)
- D. NLRB v. J.

Weingarten, Inc. (1975)

Answer: (SHOW ANSWER)

Explanation: In Griggs v. Duke Power (1971), the Supreme Court ruled that job requirements must be demonstrably related to the job. This case was the result of a complaint brought by the black employees of a Duke Power, an energy company in North Carolina. The Supreme Court that Title VII forbade Duke Power from using aptitude tests to keep black employees from a faster promotional track. Even though there was no clear

reason for black candidates to score lower on the test, the Court declared that any measure that furthered discrimination was prohibited.

NEW QUESTION: 117

A SWOT analysis has four parts: Strengths, Weaknesses, Opportunities, and which of the following?

- A. Tools
- B. Threats
- C. Targets
- D. Techniques

Answer: B (LEAVE A REPLY)

Explanation: The fourth element in SWOT is Threats. In other words, SWOT as an environmental scanning tool requires a review of Strengths, Weaknesses, Opportunities, and Threats. The other answer choices (Tools, Targets, and Techniques) are not a part of this particular environmental scanning tool.

NEW QUESTION: 118

Which of the following is not a major factor in establishing compensation within an organization?

- A. IRS rules
- B. Employee salary history
- C. Conditions in the labor market
- D. Current economic situation
- E. Competition from other companies

Answer: B (LEAVE A REPLY)

Explanation: When establishing employee compensation within an organization, considering employee salary history might be a part of the larger process, but it is not a major factor in the process. Answer choices A, C, D, and E - IRS rules, conditions in the labor market, current economic situations, and competition from other companies - all play a major role in establishing employee compensation.

NEW QUESTION: 119

The phrase unholy trinity refers to which of the following organizational controls?

- A. OSHA logs for record of workplace injuries
- B. Top tier leaders of the organization
- C. Steps of a human resource audit
- D. Common law doctrines for worker's compensation
- E. OSHA requirements for IIPP

Answer: (SHOW ANSWER)

Explanation: The unholy trinity refers to the common law doctrines of the fellow servant rule, the doctrine of contributory negligence, and the voluntary assumption of risk that

traditionally reflected worker's compensation guidelines in the U.S. Answer choices A, B, C, and E are incorrect because they fail to provide the accurate items contained within the phrase unholy trinity.

NEW QUESTION: 120

How much COBRA coverage is allowed for a dependent child who no longer falls under standard health coverage?

- A. 0 months
- B. 18 months
- C. 29 months
- D. 36 months

Answer: (SHOW ANSWER)

Explanation: When a dependent child no longer falls under standard health coverage, he can fall under the COBRA provision for an extra 36 months. The other answer choices-0 months, 18 months, and 29 months-are too brief.

NEW QUESTION: 121

What is the established radius for which FMLA applies to employees working for private employers?

- A. 30 miles
- B. 50 miles
- C. 75 miles
- D. 85 miles

Answer: (SHOW ANSWER)

Explanation: Accordingly to FMLA rules, the established radius for employees in private businesses (as opposed to state or federal agencies) is 75 miles. The radius of 30 or 50 miles is too small. The radius of 85 miles exceeds the FMLA standard.

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NEW QUESTION: 122

The Fair Labor Standards Act (FLSA) has two significant amendments that have been added since the legislation was first passed in 1938. One of these amendments forbids

any type of discrimination based on the employee's gender. Which of the following reflects this amendment?

- A. Portal to Portal Act
- B. Equal Pay Act
- C. Davis Beacon Act
- D. National Labor Relations Act

Answer: B (LEAVE A REPLY)

Explanation: The Equal Pay Act, created in 1963, forbids any type of discrimination based on the employee's gender. The Portal to Portal Act of 1947, determined that employers cannot be required to compensate employees who commute long distances to work. The Davis Beacon Act was created in 1931, and the National Labor Relations Act was created in 1935; both fall before the legislation of the Fair Labor Standards Act of 1938, so both are irrelevant.

NEW QUESTION: 123

Which of the following end results represents a way that a human resources professional can measure how the HR department is bringing value to a company?

- A. A reduced number of lawsuits against a company
- B. Increased expense within the human resources department
- C. An increased number of employee complaints indicating corporate problems
- D. The addition of new employees to the human resources department
- E. A reduced level of outsourcing from a company

Answer: A (LEAVE A REPLY)

Explanation: A reduced number of lawsuits against a company definitely indicates that the human resources department is bringing value to a company. Lawsuits often occur when serious policy mistakes are made. If policy mistakes are being reduced or eliminated, the company is moving in a positive direction. Answer choice B is incorrect because an increase in expenses within the human resources department indicates nothing more in the immediate sense than that the human resource department is spending more money. Whether or not that money is being put to good use is not explained sufficiently. Answer choice C makes no sense because an increase in employee complaints cannot indicate if any department - and definitely not the human resources department - is bringing value to the company. Similar to answer choice A, answer choice D does not show anything tangible in terms of value; an increase in employees within human resources only shows that more people are needed and not that better work is being done. And answer choice E has no real relevance to human resources. Outsourcing occurs for a variety of reasons that may or may not relate to the value that the human resources department brings to a company.

NEW QUESTION: 124

Which of the following is not an acceptable reason for FMLA leave?

- A. Resting during a difficult pregnancy
- B. Caring for a newborn infant
- C. Caring for a partner who is ill
- D. Adopting or fostering a child

Answer: C (LEAVE A REPLY)

Explanation: FMLA rules allow an employee to take off time to care for a family member within one of the following categories: spouse, child, or parent. In some cases, an extended family member may apply, if the individual can prove a close relationship with that family member. ("Distant uncle rarely seen" does not apply.) Additionally, a romantic partner does not apply; FMLA rules make it clear that the person must be recognized as a spouse within his or her state. FMLA rules do apply, however, to an individual who needs to rest during a difficult pregnancy, care for a newborn infant, or adopt or foster a child.

NEW QUESTION: 125

OSHA 300 represents which of the following:

- A. Summary of Workplace Problems
- B. Injury and Illness Incident Report
- C. Log of WorkRelated Injuries and Illnesses
- D. Employee Privacy Case List
- E. Record of Employee Complaints and Referrals

Answer: (SHOW ANSWER)

Explanation: OSHA 300 is officially the Log of WorkRelated Injuries and Illnesses. Answer choice A is incorrect because it more closely reflects OSHA 300A, which is a separate log. Answer choice B is incorrect because the Injury and Illness Incident Report is officially OSHA 301. Answer choices D is incorrect because it reflects an element of OSHA 300 but does not encompass the correct title of the log. Answer choice E is incorrect because it refers to one of OSHA's inspection priorities but not to the Log of WorkRelated Injuries and Illnesses.

NEW QUESTION: 126

Employers with a minimum of how many employees are required by federal law to complete OSHA forms?

- A. 6
- B. 11
- C. 14
- D. 17

Answer: B (LEAVE A REPLY)

Explanation: Employers with at least 11 employees are required to complete OSHA forms. A business with only 4 employees does not have to complete the forms (although this might be recommended). Businesses with 14 or 17 employees fall well within the OSHA requirements.

NEW QUESTION: 127

Which of the following types of deferred compensation plans, also known as a discretionary contribution plan, is considered to be best in a company that has highly variable annual profits?

- A. Profitsharing
- B. Money purchase
- C. Cash balance
- D. Target benefit

Answer: A (LEAVE A REPLY)

Explanation: A profitsharing plan, also known as a discretionary contribution plan, is considered to be best in a company that has highly variable annual profits. A money purchase plan offers employees a fixed annual percentage and thus is best in a company that has fairly consistent annual earnings. A cash balance plan is considered "portable" because employees can remove the money from the plan and convert the payment into other forms. A target benefit plan uses actuarial formulas to determine how much an employee will receive toward retirement.

NEW QUESTION: 128

After his wife gives birth to their first child, Brian takes four weeks of FMLA leave. These are the only days of work Brian misses during the year. At the end of the year, his boss tells him that he is not eligible for a bonus given to employees who have not missed any days of work. However, his coworker Jill receives the bonus, and she had three days of paid leave after her mother died during the summer. Brian believes this is unfair and that he should receive the bonus too. Does he have a legitimate complaint?

- A. No, FMLA leave is counted differently than other forms of leave.
- B. No, neither Brian nor Jill should receive the bonus.
- C. Yes, FMLA leave should be treated the same as other forms of leave.
- D. Yes, Brian should receive the bonus, but Jill should not.

Answer: C (LEAVE A REPLY)

Explanation: Brian has a legitimate complaint because FMLA leave is to be treated the same as other forms of leave with regard to perfect attendance bonuses. Employers have the right to count FMLA leave against perfect attendance awards, but they must treat other forms of leave the same way. Since the employer did not count Jill's leave against her perfect attendance record, he may not count Brian's against him either. Alternatively, the employer could instead disqualify both Brian and Jill from the perfect attendance bonus.

NEW QUESTION: 129

Richard, who heads up a team within a large corporation's human resources department, is known for his laidback style of management. For the most part, the team works well together and there are few problems with member interaction on the team. When a

problem does arise, Richard's first impulse is to encourage the team members to work out the issue amongst themselves before he intervenes. As a result, Richard's leadership style could be described as which of the following?

- A. Democratic
- B. Coaching
- C. Transactional
- D. Transformation
- E. Laissezfaire

Answer: (SHOW ANSWER)

Explanation: Richard's laidback mentality demonstrates a laissezfaire, or "let it be" attitude toward managing his team in the human resources department. A democratic leadership style (answer choice A) provides plenty of freedom among team members but still maintains a sense of order and control. A leader who demonstrates the coaching style (answer choice B) has a more hands on approach to working individually with team members to help them with targeting their skills and giving them the means to function on their own. A transactional leader (answer choice C) sets goals and provides rewards to team members as they reach these goals, while a transformational leader (answer choice D) works on team dynamics for a united approach to reaching goals.

NEW QUESTION: 130

How much COBRA coverage is allowed after a divorce occurs?

- A. 0 months
- B. 18 months
- C. 29 months
- D. 36 months

Answer: D (LEAVE A REPLY)

Explanation: COBRA coverage is allowed for 36 months after a divorce occurs. The other answer choices-0 months, 18 months, and 29 months-are too brief (or, in the case of 0 months, nonexistent).

NEW QUESTION: 131

Louisa is in the process of interviewing the prospective employees for an open position in the accounting department of a small publishing company. She has already interviewed several strong candidates, but she is looking forward to interviewing one of the candidates whose resume has struck her as showing significant potential. When this employee enters the room, however, it is obvious that he has not fully conquered his preinterview nerves, and he stumbles through the first few questions. By the end of the interview, however, the candidate is doing well, responding articulately and living up to the potential indicated in his resume. Louisa, though, is unable to overcome her disappointment with the candidate's earlier nervousness and fails to see his improvement during the interview. Louisa is thus displayed by which of the following types of interview bias?

- A. Knowledge of predictor
- B. Stereotyping
- C. Recency
- D. Nonverbal bias
- E. First impression

Answer: E (LEAVE A REPLY)

Explanation: Louisa's response to the candidate is influenced by her first impression of the candidate's behavior. A knowledge of predictor bias (answer choice A) means the interviewer responds to the candidate based on knowledge about the candidate's scores on evaluative tests that were given. A stereotyping bias (answer choice B) occurs when an interviewer bases a personal opinion about a candidate on a stereotype of the candidate rather than evaluating the candidate as objectively as possible. A recency bias (answer choice C) means the interviewer compares a candidate to the most recent candidate that was interviewed. A nonverbal bias occurs when the interviewer is overinfluenced by body language instead of by the candidate's responses.

NEW QUESTION: 132

Recent laws now extend privacy standards to employees regarding OSHA forms. Apart from the employee's specific request, in which of the following cases would it be legally advisable to label the employee's file with a case number instead of the employee's name on OSHA Form 300?

- A. An employee develops hepatitis in the workplace
- B. An employee develops the flu after receiving a flu vaccine in the workplace
- C. An employee develops food poisoning in the workplace
- D. An employee receives a head injury in the workplace

Answer: A (LEAVE A REPLY)

Explanation: Given the sensitive nature of the disease, the contraction of hepatitis, even in the workplace, would be grounds for the employer to use a case number instead of the employee's name. Unless an employee specifically requests a case number, there is no need to assign one to a case file in any of the following situations: an employee contracts the flu after receiving a flu vaccine in the workplace, an employee develops food poisoning in the workplace, or an employee receives a head injury in the workplace.

NEW QUESTION: 133

Which of the following is not considered a bottom-up method of communication delivery?

- A. Open-door policy
- B. Individual letters
- C. Webcasts
- D. Staff meetings

Answer: B (LEAVE A REPLY)

Explanation: Bottomup methods of communication include an opendoor policy, webcasts, and staff meetings; in each case, the employees are considered an active part of the discussion and even decision making. Individual letters represent a topdown method of communication, because topdown communication focuses more on the management informing employees of decisions.

NEW QUESTION: 134

Which piece of federal legislation made it illegal to discharge an employee after only one garnishment order?

- A. Consumer Credit Protection Act of 1968
- B. Fair Credit Reporting Act of 1970
- C. LaborManagement Reporting and Disclosure Act of 1959
- D. Equal Pay Act of 1963

Answer: (SHOW ANSWER)

Explanation: The Consumer Credit Protection Act of 1968 made it illegal to discharge an employee after only one garnishment order. This provision is to be enforced by the Wage and Hour Division of the Department of Labor. The section of the Consumer Credit Protection Act that deals with wage garnishment is Title III.

NEW QUESTION: 135

With the training program described in question 6, the marketing research company also has budget constraints to consider. What is the human resources professional's role in budget and costs for this projected company activity?

- A. Assist in preparing a costanalysis review that will consider the expenses and benefits of each testing option
- B. Research the cost of each testing program to eliminate any options that exceed the budget constraints of the company
- C. Review options to determine if the company can utilize part of the testing program and avoid the full cost
- D. Recommend costcutting measures for other company activities to ensure that the necessary training can take place

Answer: A (LEAVE A REPLY)

Explanation: The human resources professional is sometimes called upon to complete a costbenefit analysis, and in this case such an analysis would be appropriate. The marketing research company needs to remain within its budget, so it is important to look at each testing option and consider what it will cost the company when compared to what it will potentially yield. Once this comparison is made, a decision can also be made. Answer choice B is an important part of the process of choosing the best testing option, but it is not necessarily a part that the human resources professional needs to complete. Any options that are already over the budget may be eliminated before they make it to the desk of the human resources professional. Answer choice C provides an option that might not really

be an option-utilizing part of a testing program instead of the whole. Since there is little information within the question to justify such a decision, answer choice C has little relevance. Answer choice D offers a recommendation that is not really the human resources professional's to make; he is not in charge of the budget but rather is responsible for sticking to it and ensuring that expenses fit within the budget. More to the point, the human resources professional has been asked to make sure the testing program fits within the budget, not to find a way to make a testing program fit into the budget.

NEW QUESTION: 136

Which of the following organizations must complete an annual EEO survey?

- A. A bank that issues United States savings bonds
- B. A university
- C. A local government with fewer than a hundred employees
- D. A federal subcontractor with more than a hundred employees

Answer: A (LEAVE A REPLY)

Explanation: A bank that issues United States savings bonds must complete an annual EEO (equal employment opportunity) survey. This form must be completed before September 30, and must use employment data from a pay period of the most recent July, August, or September. The point of this survey is to ensure that employers are not discriminating in their hiring or promotion practices. Institutions of higher education, state and local governments with more than 100 employees, and federal subcontractors with more than 100 employees are not required to file an EEO survey.

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NEW QUESTION: 137

Which of the following agencies is responsible for enforcing privacy laws?

- A. DOJ
- B. EEOC
- C. FTC
- D. DOL

Answer: A (LEAVE A REPLY)

Explanation: The Department of Justice is responsible for enforcing privacy laws. The other agencies listed-the EEOC, the FTC, and the DOL-are all responsible for enforcing other laws that apply to the employeremployee relationship.

NEW QUESTION: 138

Caspar is responsible for interviewing the candidates who have passed the first round of the application process for a new position at a large technology firm in Nevada. The first candidate that Caspar speaks to is a young woman with a strong resume and an accessible personality. Caspar is highly impressed and continues to remember the first candidate when he is interviewing the others. As a result, he rates the other candidates lower than the first, even though two of the other candidates have more experience than the first candidate and have even received several awards that she has not received. In conducting the interviews, Caspar has displayed which of the following types of interview bias?

- A. Cultural noise
- B. Halo effect
- C. Contrast
- D. Leniency
- E. Negative emphasis

Answer: (SHOW ANSWER)

Explanation: Caspar's interview bias is one of contrast; he finds himself, however unconsciously, contrasting the other candidates with the first candidate that he interviews. A cultural noise bias (answer choice A) occurs when the candidate responds with pointed answers that are aimed at making the interviewer happy rather than responding in a more natural or general way. A halo bias (answer choice B) occurs when the interviewer considers only one quality of the candidate over his other qualities, such as shyness that might detract from the candidate's true record of achievement. A leniency bias (answer choice D) means the interviewer is lenient in regard to a candidate's potential weaknesses. A negative emphasis bias (answer choice E) means the interviewer places too much weight on the candidate's weaknesses.

NEW QUESTION: 139

Dennis owns a small business. He is contacted by state law enforcement officials because one of his employees is delinquent in his child support payments. Which piece of legislation governs Dennis' conduct in this situation?

- A. Small Business Regulatory Enforcement Fairness Act of 1996
- B. Small Business Job Protection Act of 1996 C.
Privacy Act of 1974
- C. Personal Responsibility and Work Opportunity Reconciliation Act of 1996

Answer: C (LEAVE A REPLY)

Explanation: The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 governs Dennis' conduct in this situation. This act also ended the designation of welfare as an entitlement program and mandated that welfare recipients begin working after receiving benefits for two years.

NEW QUESTION: 140

All of the following are part of the Six Sigma (DMAIC) philosophy except:

- A. Identify
- B. Control
- C. Define
- D. Measure

Answer: A (LEAVE A REPLY)

Explanation: The "I" in the Six Sigma DMAIC philosophy stands for Improve, instead of Identify. Control, Define, and Measure are all part of the philosophy (along with Analyze).

NEW QUESTION: 141

Which of the following is defined as the knowledge employees have about how their work behavior affects their compensation?

- A. Entitlement philosophy
- B. Line of sight
- C. Total rewards strategy
- D. Organizational culture

Answer: (SHOW ANSWER)

Explanation: Line of sight is defined as the knowledge employees have about how their work behavior affects their compensation. An entitlement philosophy provides greater compensation for employees with more seniority. A total rewards strategy reviews a business's resources for bringing in, and retaining, certain employees. Organizational culture is the larger category of which line of sight and entitlement philosophy are a part; organizational culture is simply the overall "culture" of a business and its relationship between management and employees.

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