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QUESTION 1

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

A. EEO-3 Report

B. EEO-4 Report

C. EEO-5 report

D. EEO-1 Report

Correct Answer: B

QUESTION 2

Which of the following is used to determine current market trends and competition for different skills and knowledge and to assist the employer in setting pay levels?

A. Base pay

B. Gross pay

C. Salary survey

D. Job evaluation

Correct Answer: C

QUESTION 3

As an HR Professional, you should be familiar with OSHA rules, standards, and regulations. Should an organization violate an OSHA standard, there are often penalties that the employer must pay. What is the maximum fine an employer may face for a deliberate and intentional violation of an OSHA standard?

A. $70,000

B. $50,000

C. $10,000

D. $100,000

Correct Answer: A

QUESTION 4

Which of the following is designed to increase diversity in an organization?

A. Technical training

B. Diversity initiative

C. Calling meetings

D. Diversity training

Correct Answer: B

QUESTION 5

Which of the following activities is not a responsibility of the operations function of a business?

A. Scheduling production runs to coincide with customer demand

B. Ensuring that products or services meet quality standards

C. Determining what new products will be produced

D. Designing the product

Correct Answer: C

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