



# PHR<sup>Q&As</sup>

Professional in Human Resources

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**QUESTION 1**

HR Professionals must recognize types of unlawful discrimination to be in compliance with US law. One type of discrimination is disparate treatment. Which one of the following is the best definition of disparate treatment?

- A. When an employer treats all applicants the same regardless of their race, color, sex, religion, national origin, age, disability, or military or veteran status.
- B. When an employer creates a quid pro quo status based on an employee's rebuttal of unwelcome sexual advances.
- C. When an employer treats a candidate differently based on the person's race, color, sex, religion, national origin, age, disability, or military or veteran status
- D. When an employee treats other employees differently based on their past work efforts.

Correct Answer: C

Disparate treatment is when an employer treats an employee or applicant differently based on the person's race, color, sex, religion, national origin, age, disability, or military or veteran status.

Disparate treatment is an unlawful discrimination.

Answer option B is incorrect. This statement defines a type of sexual harassment. Answer option A is incorrect.

Employers should treat all applicants the same regardless of race, color, sex, religion, national origin, age, disability, or military or

veteran status. Answer option D is incorrect. This is not an example of harassment, but a workplace environment.

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**QUESTION 2**

You are a HR Professional for your organization and you're educating your staff on the Pregnancy Discrimination Act. Which one of the following statements about the Pregnancy Discrimination Act is not true?

- A. Pregnancy related benefits cannot be limited to married employees.
- B. Employers must provide the same level of health benefits for spouses of male employees as they do for spouses of female employees.
- C. If an employer provides any benefits to workers on leave, the employer must provide the same benefits for those on leave for pregnancy-related conditions.
- D. An employer is allowed to refuse to hire a pregnant woman because of the imminent time frame of the needed leave to deliver and care for the child.

Correct Answer: D

An employer cannot refuse to hire a woman based on her pregnancy. Answer options B, A, and C are incorrect. These are true statements and are part of the Pregnancy Discrimination Act.

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**QUESTION 3**



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

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

Correct Answer: A

The result measures whether the training had a positive impact on the bottom line. Answer option B is incorrect. Reaction measures immediate feedback of the training. Answer option C is incorrect. Learning measures what was learned through testing. Answer option D is incorrect. Behavior measures job performance of six months or more after training.

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#### QUESTION 4

Heather's organization works with a labor union work force. Heather has heard rumors that the union has been trying to create a hot cargo agreement with a supplier. What is a hot cargo agreement?

- A. It's an agreement that an employer will stop doing business with a non-union business.
- B. It's a threat that the union will slow down processing orders for non-union shops.
- C. It's an agreement to rush orders for union-based businesses.
- D. It forces suppliers to join the union.

Correct Answer: A

A hot cargo agreement is an agreement an employer makes to stop doing business with other, usually non-union based businesses. Answer options D, B, and C are incorrect. These are not valid definitions of a hot cargo agreement.

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#### QUESTION 5

Lucas has asked his manager to take time off from work because of a holiday his religion celebrates. Fran agrees but tells Lucas that he will be inspecting his project work to ensure that the work is accurate and not suffering because of the requested time off. This is an example of what?

- A. Perpetuating past discrimination
- B. Religious persecution in the workforce
- C. Quality control
- D. Disparate treatment

Correct Answer: D

Fran should not inspect Lucas' work just because he has asked for time off based on a religious holiday.



Answer option A is incorrect. There's no evidence of past historical discrimination in this example. Answer option B is incorrect. This isn't a valid answer for the question as any discrimination based on religion falls into disparate discrimination.

Answer option C is incorrect. Quality control does inspect the quality of the work, but it's equal for all project deliverables, not just the deliverables tied to Lucas and his request for time off for the religious holiday.

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### QUESTION 6

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

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

Correct Answer: D

Defamation is a communication that damages an individual's reputation in the community, preventing him from obtaining employment or other benefits. Answer option B is incorrect. Constructive discharge occurs when an employer makes the workplace so hostile and inhospitable that an employee resigns. Answer option C is incorrect. The duty of loyalty requires that employees act in the best interest of the employer and not solicit work away from the employer to benefit themselves. Answer option A is incorrect. Gainsharing is a system of management used by a business to get higher levels of performance through the involvement and participation of its people. As performance improves, employees share financially in the gain (improvement). Gainsharing is about people working smarter together and not just working harder.

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### QUESTION 7

Kelly's organization has posted a new job opening for their organization. This job opening is for a woman to be the restroom attended, for all women's restrooms and locker rooms, in their organization. Kelly believes, however, that the requirement for the applicant to be a female is a violation of the Title VII of the Civil Rights Act of 1964. Which one of the following is the best answer for this scenario?

- A. This is an example of an exception by bona fide occupational qualification to the Title VII of the Civil Rights Act of 1964
- B. This is an example of a violation of the Title VII of the Civil Rights Act of 1964
- C. The sex of applicants is excluded from the Title VII of the Civil Rights Act of 1964
- D. This is not a violation of the Title VII of the Civil Rights Act of 1964 because there is an equal paying and titled job for the men's restroom and locker rooms in the company

Correct Answer: A

This is an example of a bona fide occupational qualification for the position because of the nature of the job and type of employee, female, that is needed in this instance. Answer option C is incorrect. The sex of applicants is not excluded from



the Title VII of the Civil Rights Act of 1964.

Answer option B is incorrect. This is not a violation of the Title VII of the Civil Rights Act of 1964 because some jobs may have an unintended discriminatory basis. Answer option D is incorrect. The existence of a similar job for men or women

does not automatically create exclusion to the Title VII of the Civil Rights Act of 1964.

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### QUESTION 8

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

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

Correct Answer: A

Environmental scanning requires the HR Professional to review the opportunities and threats that a condition can have on an organization. In this instance the environmental scan is to consider the effects of the organization's sale on employee's, culture, and customers. Answer option C is incorrect. This is not a good definition of environmental scanning because the number of factors to be considered or the cultural achievability of a change are not required. Answer option D is incorrect. The change need not come from an external source - it could be an internal policy, shift in leadership, or other internal catalyst. Answer option B is incorrect. This isn't a valid definition of environmental scanning as this answer doesn't consider opportunities or threats that can affect the macro and micro elements in the organization.

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### QUESTION 9

Mathematical forecasting is also known as quantitative forecasting. Which one of the following statements best describes mathematical forecasting techniques?

- A. The predictor of future performance is risk analysis of possible outcomes.
- B. The best predictor of future performance is statistical analysis of past performance results.
- C. The best predictor of future performance is structured reviews of current performance.
- D. The best predictor of future performance is past performance.

Correct Answer: D

Mathematical forecasting subscribes to the belief that the best predictor of future performance is past performance. This is related to human resources through behavior-based interviews. Answer options C, B, and A are incorrect. These are not good definitions of mathematical forecasting.

**QUESTION 10**

There are seven stages of internal consulting that an HR Professional must be familiar with. Consider this scenario: Frances has developed an HR training plan for her organization. The plan is comprehensive, aggressive, and will provide organizational development for all levels of employees in the company. Frances is presenting her plan to her organization's management. What level of internal consulting is Fran participating in?

- A. Reviewing, transitioning, and evaluating the project
- B. Gaining agreement to the project plan
- C. Presenting the findings and recommendations
- D. Exploring the situation

Correct Answer: B

Frances is meeting with the management to gain their agreement on the project plan. The plan has not yet been approved.

Answer option C is incorrect. This choice is tempting, but as the plan is not yet approved, this choice is invalid.

Answer option A is incorrect. This is the final stage of internal consulting; since the plan has not yet been implemented, this choice is incorrect.

Answer option D is incorrect. Exploring the situation is the first stage of internal consulting. Once the HR Professional moves past this phase, the plan is developed and presented for approval.

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**QUESTION 11**

Holly is the HR Professional for her organization and she's examining the type of exemptions for computer employees. What is the minimum rate that the computer employee must earn to be considered exempt?

- A. \$27.63 per hour
- B. \$17.03 per hour
- C. \$45.33 per hour
- D. \$31.23 per hour

Correct Answer: A

To qualify for the computer exemption status, the computer employee must earn, if paid on an hourly salary, no less than \$27.63 per hour. Answer options C, B, and D are incorrect. These are not valid answers for this question as the computer employee must earn no less than \$27.63 per hour.

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**QUESTION 12**

The GHF Corporation is looking to hire four software developers. The average pay for software developers, with the desired skill set, is \$76,000. The GHF Corporation believes that by offering \$80,000 for the starting salary they'll attract



better performers than their competitors. What is this scenario an example of?

- A. Lagging the market
- B. Leading the market
- C. Matching the market
- D. Beating the market

Correct Answer: B

When an organization wants to pay more than the market norm, they are considered to be leading the market. Answer option A is incorrect. Lagging the market means an organization is paying less than the market norms. Answer option C is incorrect. Matching the market means the company is paying the standard market rate. Answer option D is incorrect. Beating the market isn't an appropriate terminology for this scenario.

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### QUESTION 13

As an HR Professional, you must sometimes terminate employees from your organization. When an employee is terminated, there must be a just cause or a good cause for the termination. Which one of the following is not a valid just cause for the employee's termination?

- A. Whether the employee is a member of a protected class
- B. Whether the employee was warned in advance
- C. Whether the rule has been applied consistently
- D. Whether reasonable "proof" of the violation existed, or was obtained through investigation

Correct Answer: A

The membership of a protected class should have no bearing on a good cause for termination. Answer options B, D, and C are incorrect. These are examples of just cause of termination.

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### QUESTION 14

All organizations need prevoyance, or planning, as a part of a manager's duty. As an HR Professional what is the primary purpose of planning?

- A. Directs the project team and staff to accomplish the project scope
- B. Establishes groundwork for the managers to achieve the goals of the organization
- C. Communicates the direction of the organization
- D. Establishes groundwork for the managers to achieve their goals

Correct Answer: B

Planning is the foundation for a manager to establish the goals of the organization. Answer option C is incorrect. The organization's mission statement communicates the direction, intent, and purpose of the organization. Answer option D



is incorrect. Planning is to provide groundwork for the managers to achieve their goals, but for the organization to achieve its goals. Answer option A is incorrect. Planning, in project management, does provide direction to the project team to reach their goals, but in this context it's planning for the organization, not a project.

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#### QUESTION 15

You have just hired a job candidate for a position in your company. You are now required by the Immigration and Control Act of 1986, to complete an employment eligibility form to verify the new employee's eligibility to work in the United States. Within how many days must you complete this form?

- A. 3 days
- B. 30 days
- C. 7 days
- D. 10 days

Correct Answer: A

The HR Professional must complete the I-9 form within three days of hiring the new employee. Some parts of the form are to be completed by the employee and the remainder by the HR Professional. Answer options C, D, and B are incorrect. You must complete the I-9 form within three days.

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