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QUESTION 1

What is the time limit for filing a charge of discrimination with the EEOC?

- A. 180 days
- B. 30 days
- C. 60 days
- D. 90 days

Correct Answer: A

QUESTION 2

Which of the following Acts was the first federal legislation to regulate minimum wages?

- A. Fair Labor Standards Act
- B. Walsh Healy Public Contracts Act
- C. Davis Bacon Act
- D. Service Contract Act

Correct Answer: C

QUESTION 3

If employees no longer want the union to represent them, they may petition the NLRB for which of the following?

- A. Statutory bar
- B. Decertification
- C. Deauthorization
- D. Contract bar

Correct Answer: B

QUESTION 4

Which of the following is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and helps them re-orientate to the job market?

- A. Utility function



- B. Outplacement
- C. Duty of diligence
- D. Exit interview

Correct Answer: B

QUESTION 5

Martha is the HR Professional for her organization and she's working with her team to complete non-quantitative job evaluations. Martha wants to stress the available types of non-quantitative job evaluation techniques that are appropriate for her team to be communicated to managers. Which one of the following is not a non-quantitative job evaluation technique that Martha should share?

- A. Job slotting
- B. Factor comparison
- C. Whole job ranking
- D. Job classification

Correct Answer: B

QUESTION 6

Check the possible communication delivery methods in the top-down communication and bottom-up communication.

Hot Area:



Hot Area:



Top-Down Communication	Bottom-Up Communication
<input type="checkbox"/> Intranet	<input type="checkbox"/> Brown-bag lunches
<input type="checkbox"/> Posters	<input type="checkbox"/> Email
<input type="checkbox"/> Flyers	<input type="checkbox"/> Webcasts
<input type="checkbox"/> Open door policy	<input type="checkbox"/> Bulletin board postings
<input type="checkbox"/> Staff meetings	<input type="checkbox"/> Newsletters

Correct Answer:

Top-Down Communication	Bottom-Up Communication
<input checked="" type="checkbox"/> Intranet	<input checked="" type="checkbox"/> Brown-bag lunches
<input checked="" type="checkbox"/> Posters	<input checked="" type="checkbox"/> Email
<input checked="" type="checkbox"/> Flyers	<input checked="" type="checkbox"/> Webcasts
<input type="checkbox"/> Open door policy	<input type="checkbox"/> Bulletin board postings
<input type="checkbox"/> Staff meetings	<input type="checkbox"/> Newsletters

An effective employee communication strategy provides opportunities for top down communication by management and bottom up communication from employees. The given table shows the possible communication delivery methods in the top-down communication and bottom-up communication: Top-Down Communication Bottom-Up Communication Intranet Open-door policy Public address system announcements All-hands meetings Posters Staff meetings Newsletters Brown-bag lunches Individual letters to employees One-on-one meetings Flyers Email Bulletin board postings Webcasts Chapter: Core Knowledge Requirements for HR Professionals Objective: Communication Skills and Strategies

QUESTION 7

Which of the following Acts establishes mandatory safety and health standards for mine operators and monitors



operations throughout the United States?

- A. FLS act
- B. SBREF act
- C. OSH act
- D. MSH act

Correct Answer: D

QUESTION 8

John has made unwanted sexual advances to a female employee that he manages. The female employee has rejected the advances. John then gives a very negative review of the female's work even though she has worked well, met her objectives, and received positive reviews in the past. This is likely a case of what?

- A. Hostile work environment
- B. Jealousy
- C. Constructive discharge
- D. Quid pro quo

Correct Answer: D

QUESTION 9

Employee pension rights are protected by which of the following acts or regulations?

- A. The Sherman Antitrust Act
- B. The Equal Employment Opportunity Act
- C. Uniformed Services Employment and Reemployment Rights Act
- D. Executive Order 11246

Correct Answer: C

QUESTION 10

As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. An organization utilizes union labor and non-union labor in their operations. The union goes on a strike; so the organization shifts work to the non-union labor to offset the effects of the strike. If the union labor decides to picket the operations of the non-union labor, what term is assigned to this process?

- A. Double Breasting Picketing



- B. Common situs picketing
- C. Wildcat strikes
- D. Sympathy strike

Correct Answer: A

QUESTION 11

There are four factors that contribute to an engaged workforce. Which of the following is NOT one of the four factors that will contribute to an engaged workforce?

- A. Look for key performance metrics when hiring new talent.
- B. Identify the best fit for the employee.
- C. Concentrate on individual employee strengths.
- D. Clearly establish desired results.

Correct Answer: A

QUESTION 12

One of the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 is that employers must grant a leave of absence for military service. Typically, how long must an employer grant leave to the individual for military service?

- A. Five years
- B. Seven years
- C. Two weeks
- D. One year

Correct Answer: A

QUESTION 13

An effective safety and health-management plan does not include which of the following?

- A. Senior management support
- B. Active hazard-prevention program
- C. Regular OSHA inspections
- D. Ongoing worksite analysis



Correct Answer: C

QUESTION 14

The court case that identified adverse impact as an unlawful employment practice was which of the following?

- A. Washington v. Davis
- B. Taxman v. School Board of Piscataway
- C. Griggs v. Duke Power Co.
- D. Albemarle Paper v. Moody

Correct Answer: C

QUESTION 15

How can an employer determine whether a job creates an ergonomic hazard for an employee?

- A. Review the MSDS.
- B. Observe the incumbent performing the job duties.
- C. Review and analyze the OSHA logs.
- D. Review and analyze the workers' compensation records.

Correct Answer: B

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