



HRCI

Exam Questions PHR

Professional in Human Resources

NEW QUESTION 1

As an HR Professional you should be familiar with the terminology, practices, and rules governing unions and management in the bargaining process. What is the zipper clause in regard to negotiations?

- A. Items in a management-union contract can be "zipped" open and closed as often as necessary
- B. Management is locked out of union meeting
- C. Management and union representations are locked out of union employee meeting
- D. Items in a management-union contract are "zipped" closed, once the agreement is signed by both parties

Answer: D

NEW QUESTION 2

Your organization is looking for methods to improve communication between the management and the employees within the company. Which one of the following methods is best described as a small but representative sampling of employees - led in a conversation by a neutral moderator about an identified topic?

- A. Focus group
- B. Workshop
- C. Pilot group
- D. Brainstorming session

Answer: A

NEW QUESTION 3

As an HR Professional, you must be familiar with certain theories and insights about organizational culture, organizational development, and management. Who addressed organizational culture as "that's the way we do things around here"?

- A. Frederick Herzberg
- B. Allen
- C. Kennedy
- D. Edgar Schein
- E. Edwards Deming

Answer: C

NEW QUESTION 4

Beth works for the HJR Corporation and she feels that she has been discriminated against by her supervisor. Beth would like to file a charge with the EEOC but she's afraid of the repercussions and she doesn't want her identity exposed. Beth asks a lawyer to file the charge for her so she can remain anonymous. Is this legal?

- A. It depends on the state where the charge is being filed, as some states allow anonymous filings while others do not
- B. No, the person who has been discriminated against must file her own charge
- C. No, the person who files the charge cannot remain anonymous
- D. Yes, the person who files the charge can have someone else file the charge on their behalf to protect their identity

Answer: D

NEW QUESTION 5

Amy is a sales person for your company and she earns her pay based on commission. Amy's pay is known as variable pay or what other term?

- A. Fixed pay
- B. Commission only
- C. Base pay
- D. At risk pay

Answer: D

NEW QUESTION 6

Your organization employs 475 people and you are the HR Professional for the organization. You're teaching your staff about the EEOC laws and the rights your employees have under these laws. In your state what term is assigned by the EEOC to the local offices that enforce the EEOC laws and any local or state anti-discrimination laws?

- A. Labor offices
- B. Workers Rights Agencies
- C. Fair Employment Practices Agencies
- D. EEOC offices

Answer: C

NEW QUESTION 7

Your organization has created an affirmative action plan which includes an internal audit and reporting system. According to the Department of Labor there are four actions which should be included in the internal audit and reporting system to be effective. Which of the following is not one of the Department of Labor recommended actions for the internal audit and reporting system?

- A. Require internal reporting on a schedule basis as to the degree to which equal employment opportunity and organizational objectives are attained
- B. Monitor records of all personnel activity at all levels to ensure that non-discriminatory policy is enforced

- C. Post the findings of the internal audit and reporting system for all employees to review
- D. Review report resources with all levels of management

Answer: C

NEW QUESTION 8

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 shop
- C. It's an agreement to rush orders for union-based businesses
- D. It forces suppliers to join the union

Answer: A

NEW QUESTION 9

A union is performing a jurisdictional strike in front of a construction site. What is a jurisdictional strike?

- A. It is a strike through which the union seeks to pressurize an employer to assign a particular work to its members; rather than to members of other unions or to the non-union worker
- B. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract although there is already an approved contract in place
- C. It is a strike through which the union seeks to pressurize an employer to agree to the terms of a new contract because the current contract between the employer and the union has expired
- D. It is a strike through which the union seeks to pressurize an employer to assign all work to its members, rather than to members of non-union worker

Answer: A

NEW QUESTION 10

During the organization of a union, it's possible that the union will gain recognition from the management. The management is then obliged to give the NLRB a list of employees who are eligible to vote in the unionization election. What is the name of the list of such employees called?

- A. Constituent List
- B. Union prospectus List
- C. Excelsior List
- D. Candidate List

Answer: C

NEW QUESTION 10

If an employee wants to participate in a union, they'll often have union dues to pay. The employer is obligated to deduct the payment from the employee's paycheck and give it to the union only if which condition is met?

- A. The person requesting for the union dues deduction must make the request in writing
- B. The union representative must contact the employer and verify the request on behalf of the employee
- C. The person requesting for the union dues deduction must be employed for more than 90 days
- D. The person requesting for the union dues deduction must be employed for more than 120 days

Answer: A

NEW QUESTION 14

Sexual harassment is a form of sex discrimination and it is illegal in the US based on what law?

- A. Title VII of the Civil Rights Act of 1964
- B. ADA and Rehabilitation Act of 2008
- C. ADEA of 1967
- D. Fair Labor Standards Act of 1958

Answer: A

NEW QUESTION 18

Your organization offers an employees' retirement benefit program that is covered by the Employee Retirement Income Security Act of 1974. The administrative responsibility for enforcement of the Employee Retirement Income Security Act of 1974 is divided among three government agencies. Which one of the following is not a government agency that helps to enforce ERISA?

- A. FDIC
- B. Department of Labor
- C. IRS
- D. Pension Benefit Guaranty Corporation

Answer: A

NEW QUESTION 22

As an HR Professional, you are required to post an OSHA poster in a conspicuous place that is easily visible to employees. What OSHA poster lists each of the

employee's rights?

- A. OSHA 3165 poster
- B. OSHA 5613 poster
- C. OSHA 5131 poster
- D. OSHA 3615 poster

Answer: A

NEW QUESTION 26

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, to men and women who perform substantially equal work for the same employer, in the same establishment, and under similar working conditions. The law defined substantial equality of job content on four factors. Which one of the following is not one of the four factors this law defines?

- A. Effort
- B. Working conditions
- C. Skill
- D. Education

Answer: D

NEW QUESTION 31

John earns \$45,200 per year as a mechanic in your organization. The \$42,500 per year does not include earnings John may have through shift differentials, benefits, overtime, incentives, and bonuses. Which one of the following terms best describes the \$45,200 per year that John earns?

- A. Base pay
- B. Market-demand pay
- C. Hygiene factor pay
- D. Variable pay

Answer: A

NEW QUESTION 33

The HR Professional must take measures to ensure that he is involved with all areas of the HR Impact Model. What component of the HR Impact Model serves as the process integrator of all components?

- A. Programs and Processes
- B. HR Professional
- C. Catalyst
- D. Consultation

Answer: C

NEW QUESTION 37

Yolanda is an HR Professional for her organization that has 250 employees. Yolanda is working with Thomas, a manager in the company. Thomas reports that Carrie, one of his staff members, will be leaving the organization for a leave absence due to a pregnancy issue. Thomas wants to know if he can terminate Carrie's employment because she won't be able to complete her work due to the pregnancy issue. What's the best answer for this scenario?

- A. Yolanda should tell Thomas that Carrie must return to work within 28 days or the organization can assume that Carrie has resigned
- B. Yolanda should tell Thomas that Carrie's employment can be terminated as pregnancy issues are not allowable time away from the organization
- C. Yolanda should tell Thomas that Carrie's employment can be terminated as the organization does not meet the Pregnancy Discrimination Act with 500 minimum employee
- D. Yolanda should tell Thomas that Carrie must be treated the same way as any other temporarily disabled employee

Answer: D

NEW QUESTION 38

Diane is the HR Professional for her organization and she's examining the ranges for the compensation levels of her company. Which one of the following statements best describes what a range for compensation is?

- A. A range specifies the lowest/minimum and the highest/maximum compensation rates for which positions with each grade are federally mandated that employees be paid
- B. A range specifies the lowest/minimum and the highest/maximum compensation rates for which positions with each grade are generally paid
- C. A range specifies the lowest/minimum and the highest/maximum compensation rates for the worth of responsibilities
- D. A range specifies the lowest/minimum and the highest/maximum value for which employees are generally paid through incentive

Answer: B

NEW QUESTION 43

As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. What is the ally doctrine?

- A. A union may expand upon its primary picketing activity to include employees who are allies of the primary employee
- B. Employers cannot force friends, colleagues, and family members into joining a union picket
- C. Allies of the picketing union can allow allies into the picket line
- D. A union may expand upon its primary picketing activity to include employers who are allies of the primary employee
- E. A union may serve as an ally to another striking union by allowing their members to join the picket against the primary employee

Answer: C

NEW QUESTION 46

Deal and Kennedy defined the four dimensions of organizational culture that you should be familiar with, as an HR Professional. What dimension of organizational culture is best defined by the hidden hierarchy of power?

- A. Culture network
- B. Joy
- C. Values
- D. Heroes

Answer: A

NEW QUESTION 47

Your organization has a no-solicitation rule in effect for all employees. How does this rule affect the internal organization of unions?

- A. Unions can only solicit for members with the managements approval, when there's a no-solicitation rule in effec
- B. Unions cannot solicit for membership when there's a no-solicitation rule in an organizatio
- C. Unions can solicit for membership with the permission of more than 30 percentof the organizatio
- D. Unions are exempted from no-solicitation rule

Answer: B

NEW QUESTION 48

Holly is a senior worker in her organization and she is a member of the union. Her position will be eliminated in sixty days and she will be released from the company. Rather than being unemployed, Holly asks the union to move her to a less senior position and release a junior employee. If the union agrees to this, what will this term be known as?

- A. Bumping
- B. Displacement
- C. Releasing
- D. Re-organization

Answer: A

NEW QUESTION 50

Which of the following are narrative methods of appraisal that require managers to describe the employee's performance? Each correct answer represents a complete solution. Choose three.

- A. Daily review
- B. Field review
- C. Essay review
- D. Critical incident review

Answer: BCD

NEW QUESTION 54

what nonmathematical forecasting technique uses rounds of anonymous surveys among participants to determine consensus on the direction of employment trends, candidate selection, or other forecasting topics?

- A. Delphi Technique
- B. Qualitative forecast
- C. Management forecast
- D. Trend analysis

Answer: A

NEW QUESTION 56

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

Answer: B

NEW QUESTION 58

You are the HR Professional for your organization and you have been asked to hire a project manager. The average market salary for the project management position, you have available is \$87,500. Which one of the following salaries would be indicative of lagging the market?

- A. \$79,000
- B. \$101,000

- C. \$87,500
- D. \$88,000

Answer: A

NEW QUESTION 59

You are an HR Professional for your organization. Your organization employs 120 people in the United States. You are required to file the EEO-1 report for your organization by what date?

- A. April 15 of each year
- B. The anniversary date of your organization reaching 100 employees
- C. January 1 of each year
- D. September 30 of each year

Answer: D

NEW QUESTION 61

On November 13, 2000 CFR Part 60-2 was revised to address affirmative action to make the rules more accessible and easier to implement. Which of the following statements is not part of this significant update to the Affirmative Action program in CFR Part 60-2?

- A. Reduced the number of additional required elements of the written Affirmative Action Plan from 10 to 4
- B. Reaffirmed that affirmative action isn't to establish quotes, but to create goals
- C. Granted employers with fewer than 100 employees, permission to prepare a job group analysis that uses EEO-1 categories as job groups
- D. Workforce analysis was replaced with a one-page organizational profile

Answer: C

NEW QUESTION 66

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. \$100,000
- B. \$10,000
- C. \$50,000
- D. \$70,000

Answer: D

NEW QUESTION 69

As a HR Professional you must understand the laws and regulations, which affect employee compensation. Which of the following was the first to address a minimum wage for employees?

- A. Portal-to-Portal Act
- B. Walsh-Healey Public Contracts Act
- C. Davis-Bacon Act
- D. Fair Labor Standards Act

Answer: C

NEW QUESTION 70

You are a HR Professional for your organization and your supervisor is asking you about the details of the Civil Rights Act of 1991, and what it means to your company. He wants to know what the total damages could be if an organization is found liable by a jury trial. What is the maximum amount that could be awarded to a victim of discrimination if the organization is found liable?

- A. There is no limited amount as the jury can determine damages
- B. \$50,000
- C. \$300,000
- D. \$500,000

Answer: C

NEW QUESTION 73

Which of the following are non-monetary rewards that a company can provide to its employees?

- A. Recognition
- B. Opportunity to learn
- C. Flexible hours
- D. Cash compensation

Answer: ABC

NEW QUESTION 77

John's organization has collected several applications for an employment position within his organization. The data collected from these applications must be kept secure and private, especially in light of the Privacy Act of what year?

- A. 1964
- B. 1968
- C. 1974
- D. 2007

Answer: C

NEW QUESTION 81

As an HR Professional you should be familiar with the terminology, practices, and rules governing unions and management in the bargaining process. There are three primary types of bargaining that management and unions participate in. Which one of the following bargaining types aims to generate a variety of options before settling on one?

- A. Distributive bargaining
- B. Good faith bargaining
- C. Integrative bargaining
- D. Interest-based bargaining

Answer: D

NEW QUESTION 82

There are four sections of the HR Impact Model. Which component of the model is considered to be the most client-oriented role?

- A. Programs and Processes
- B. Catalyst
- C. Consultation
- D. Policies and Procedures

Answer: C

NEW QUESTION 84

An organization would like to hire a 15-year old for some duties in their business. Which one of the following rules would be breaking the requirements of the child labor provisions of the FLSA?

- A. Non-school hours only
- B. 4 hours per school day
- C. 8 hours in a non-school day
- D. 18 hours per school week

Answer: B

NEW QUESTION 89

There are seven stages of internal consulting that a HR Professional must be familiar with. Which one of the following is not one of the seven stages of internal consulting?

- A. Exploring the situation
- B. Implementing
- C. Developing recommendations
- D. Executing the project plan

Answer: D

NEW QUESTION 94

An organization would like to bid on a project, but they don't have enough employees available to complete the work. The organization approaches a competitor with the opportunity to partner on the project to win the work. What type of risk response is used in this instance?

- A. Sharing
- B. Mitigation
- C. Enhancing
- D. Transference

Answer: A

NEW QUESTION 99

The Department of Labor establishes the rules for unemployment insurance and associated claims. Who administers the unemployment?

- A. Each organization
- B. The Department of Labor
- C. Insurance companies
- D. Each state

Answer: D

NEW QUESTION 100

As an HR Professional you should be familiar with OSHA forms for maintaining employee records. Which OSHA form is used to cover the what, how, when, where, and who or work-related injuries?

- A. Form 301
- B. Form 300
- C. Form 300A
- D. Form 3165

Answer: B

NEW QUESTION 102

Beth is a HR Professional for her organization and she's discussing the risk of growing her organization's business. What is risk and why would it be considered in HR for organizational growth?

- A. Risk is an uncertain event or condition that may help or hinder an organizatio
- B. Adding employees can help positive risks or amplify negativerisk event
- C. Risk is an adverse event that can halt, hinder, or hurt the objectives of a busines
- D. Risk is a negative event that an organization must consider when adding new employees to grow a compan
- E. Risk is an uncertain event or conditionthat can have a positive or negative effect on the goals of an organizatio

Answer: A

NEW QUESTION 104

Your organization has 80 full-time employees. Management has recently informed you that they have sold their business and they'll be releasing all employees in the organization. Based on the Worker Adjustment and Retraining Notification Act of 1988, how many days must management give in writing to the employees of this organization before the mass layoff?

- A. 60 days
- B. 120 days
- C. Zero days
- D. 30 days

Answer: C

NEW QUESTION 105

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

Answer: B

NEW QUESTION 110

Consider your role as a HR Professional in your organization. In your duties you're to keep abreast of market trends, practices in HR, employee attitudes, and your business needs. What component of the HR Impact Model is addressed in this situation?

- A. Programs and processes
- B. Policies and procedures
- C. Catalyst
- D. Consultation

Answer: C

NEW QUESTION 111

Which of the following are established by Fair Labor Standards Act (FLSA) of 1938? Each correct answer represents a complete solution. Choose three.

- A. Criteria for exempt and nonexempt employees
- B. Minimumwage requirement
- C. Laws for protecting American children against labor exploitation
- D. Health insurance requirement

Answer: ABC

NEW QUESTION 112

The Federal Labor Standards Act is something that all HR Professionals should be familiar with. This act clearly defines four areas that affect all employees. Which one of the following is not one of the four areas of employment covered by this act?

- A. Commissions, royalties, and tips
- B. Overtime
- C. Record keeping
- D. Minimum wage

Answer: A

NEW QUESTION 114

There are four components of the HR Impact Model, which affect how a HR Professional may operate within a given environment. Which one of the following is NOT a component of the HR Impact Model?

- A. Consultation
- B. Client
- C. Catalyst
- D. Programs and processes

Answer: B

NEW QUESTION 117

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 outcome
- B. The best predictor of future performance is statistical analysis of past performance result
- C. The best predictor of future performance is structured reviews of current performanc
- D. The best predictor of future performance is past performanc

Answer: D

NEW QUESTION 118

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

Answer: C

NEW QUESTION 122

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

Answer: A

NEW QUESTION 123

An organization is considering services it can successfully provide to its customers. One of the services, however, is deemed to be difficult to offer with a high degree of certainty of success. The organization has decided not to offer the service because of the risk in offering the service, and failing. What risk response is used in this scenario?

- A. Transference
- B. Sharing
- C. Avoidance
- D. Mitigation

Answer: C

NEW QUESTION 128

If a union wants to organize, it typically moves through five steps to the organizing process. Which one of the following is not one of the five stages of unionization of work force?

- A. The financing
- B. The campaign
- C. Obtaining recognition
- D. The election

Answer: A

NEW QUESTION 131

You are an 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 EEO Report is a survey, collected every other year on even calendar years?

- A. EEO-4 Report
- B. EEO-5 Report
- C. EEO-3 Report
- D. EEO-1 Report

Answer: C

NEW QUESTION 135

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

Answer: A

NEW QUESTION 139

Herb is the HR Professional for his organization. He is preparing to hire a new employee, Hans, to the firm. Herb has asked Hans to agree, in writing, to mandatory arbitration as part of the employment offer. What does this agreement mean?

- A. It means that Hans and the organization must settle all disputes, if any arise, through a neutral third party rather than through a lawsuit
- B. It means that Hans must file all legal complaints with the organization's attorney, before filing a lawsuit against the organization
- C. It means that Herb's firm can research Hans to determine if he's had any lawsuit
- D. It means that Hans cannot work for competitors without the written permission of the employee

Answer: A

NEW QUESTION 140

Which one of the following is the best example of a disparate treatment of discrimination?

- A. All project team members are asked to take turns keeping meeting minutes in a rotation
- B. The meeting minutes will be kept by both men and women in a rotation
- C. The meeting minutes will be kept by female members of the project team because they have neater handwriting
- D. All junior project team members are required to take turns keeping meeting minutes in a rotation

Answer: C

NEW QUESTION 141

As a HR Professional you must understand the laws and regulations, which affect employee compensation. If a non-exempt employee works more than 40 hours per week, what is their overtime pay rate?

- A. 150 percent of their base pay
- B. It depends on the state where the employee is employed
- C. Non-exempt employees do not receive overtime pay
- D. 50 percent of their base pay

Answer: A

NEW QUESTION 143

Management and union representatives are working through a collective bargaining agreement. What term is used in this process to describe arbitration that is used to resolve conflicts around contract language in the collective bargaining agreement?

- A. Decisions
- B. Permanent arbitration
- C. Interest arbitration
- D. Ad hoc arbitration

Answer: C

NEW QUESTION 147

As an HR Professional you should be familiar with the terminology, practices, and rules governing union-based strikes. What term is assigned to a group of employees who are not directly affected by a group of striking employees, but they choose not to cross a picket line of strike?

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

Answer: C

NEW QUESTION 151

Which of the following is a process that occurs due to mergers, outsourcing or changing business needs?

- A. Involuntary exit
- B. Plant closing
- C. Voluntarily exit
- D. Outplacement

Answer: A

NEW QUESTION 152

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

Answer: A

NEW QUESTION 156

Which of the following are the benefits of gainsharing programs? Each correct answer represents a complete solution. Choose three.

- A. Aligns employees to organization goals
- B. Employees are paid on the basis of group performance rather than individual performance
- C. Enhances employees focus and awareness
- D. Helps organization to achieve improvement in key performance measures

Answer: ACD

NEW QUESTION 157

Holly and Gary are HR Professionals in their organization and they're working to develop the strategic plan for their organization. Holly and Gary are using SWOT analysis to help understand the needs of human, financial, technological, capital, and other aspects of their organization. What is SWOT?

- A. SWOT is an analysis to define the schedule, weaknesses, opportunities, and timetable of a project endeavor
- B. SWOT is an analysis to define the strengths, weaknesses, opportunities, and threats an organization may face
- C. SWOT is an analysis to define the strengths, weaknesses, openness, and timeliness of an organization
- D. SWOT is an analysis to define the seriousness, weaknesses, openness, and timetable of organization development

Answer: B

NEW QUESTION 159

As an HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. What did the legal case, the United Steelworkers of America versus Weber regard?

- A. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring women and minorities
- B. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from using racial criteria as a method to determine workplace advancement
- C. The United States Supreme Court held that the Civil Rights Act of 1964 did not bar employers from favoring women and minorities
- D. The United States Supreme Court held that the Civil Rights Act of 1964 did bar employers from favoring minorities, but could do gender based favoritism

Answer: C

NEW QUESTION 161

Which of the following is the process of systematically determining a relative internal value of a job in an organization?

- A. Job evaluation
- B. Broadbanding
- C. SWOT Analysis
- D. Gainsharing

Answer: A

NEW QUESTION 164

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