

1. What are the benefits of continuing education?
 - a. Opportunities to climb up the corporate ladder
 - b. Career advancement
 - c. Land a better job
 - d. Learning more techniques , more knowledge
 - e. All of the above

2. What of the following should be considered for potential employees when HR hires?
 - a. Initiative
 - b. Intelligence
 - c. Reliable
 - d. Excel technical knowledge

3. What personal requirements can be included for a job
 - a. Personality and interest
 - b. Education
 - c. Training and work experience
 - d. All of the above

4. What job analysis method is used primarily to gather information on jobs emphasizing manual skills?
 - a. Interviews
 - b. Observation
 - c. Questionnaires
 - d. Employee recording

5. Health insurance typically constitutes what percentage of employer's benefit costs?
 - a. 10%
 - b. 15%
 - c. 25%
 - d. 30%

6. While providing benefits for employees "Family and Medical Leave" covers which of the follow?
 - a. Bonding with newborn and adopted child
 - b. Caring for a family member with serious health condition
 - c. Caring for employees own serious health condition
 - d. All of the above

7. Military spouse leave is for up to?

- a. 5 days
 - b. 7 days
 - c. 10 days
 - d. 1 week
8. Is it better:
- a. A good operator in a poor market
 - b. Poor operator in a good market
9. The invisible barrier that women still face is called the glass ceiling.
True False
10. How should part-time instructors be selected?
11. What are the requirements for a job?
12. How can HR prevent discrimination towards women in the work place
13. What is a healthy workplace?
14. Do you think feedback is needed in the workplace? Explain.
15. Can you ask a potential new hire if she is pregnant before you hire her?
16. Who should do evaluations of employees work?
17. What is considered a hostile work environment?

18. What causes an unsafe work environment?

19. What is a healthy workplace?

20. How many hours of leave is a full-time pregnant employee entitled to?

21. How long is time off for voting paid for?

22. If an employee quits his or her job are they still eligible for unemployment benefits?

23. Under the law, what benefits are required to be provided by the employer?

24. What four skills are the most important in any business?

25. What are the two general categories that retirement plans fall into?

26. During our class discussions we have discussed skills to help any employee exceed in the work place. Name two skills.

27. What does Professor Mucci say about HR management?

28. Why does EDD post DE1857D?

29. What is the role of Human Resources?

30. What is a code of ethics?

31. Name at least 3 of 10 characteristics when describing the essence of a servant leader?

32. Define leadership.

33. What are the duties of Human Resources Department

34. List three required benefits under the California Law.