

CLM HR Test
April 24, 2008

1. Which legislation protects workers displaced in the merger of two corporations?
 - a. Workers Adjustment and Retraining Notification Act (WARN)
 - b. Immigration Reform and Control Act (IRCA)
 - c. Labor Management Reporting and Disclosure Act (LMRDA)
 - d. Uniform Guidelines on Employee Selection Procedures (UGESP)

2. Which of the following is not part of the Progressive Disciplinary Process?
 - a. Suspension with pay
 - b. Suspension without pay
 - c. Transfer or Demotion
 - d. Evaluation

3. Courts may find exception to “at-will” employment in cases where the employee is terminated for refusal to violate the following:
 - a. Federal policy
 - b. State Policy
 - c. Public Policy
 - d. All of the above
 - e. None of the above

4. A candidate with a hearing impediment applies for a job as a data entry operator. This position requires that the person essentially sit at a desk and key information into a computer database all day long. This information is provided to the employee in written form, and gathered from billing invoices and other written data given to the employee. The candidate requests that he will need to have the interview questions in typewritten format so that he can be sure he understands all the interview questions. His hearing impediment may preclude from hearing the interviewee. You should do the following:
 - a. Disregard this candidate's information because you do not have to accommodate this sort of a request.
 - b. Interview the candidate and type the interview questions, as this is your obligation under the Americans With Disabilities Act.
 - c. Send the candidate for a hearing test to verify the hearing impediment.
 - d. Ask the candidate how he handled his previous job duties with his disability.

5. All of the following statements are true except:
 - a. Legal risks to an employer for searching an employee's desk or checking their email are minimal because the desk and computer equipment belong to the employer.
 - b. Under federal law, employees must be permitted to review their personnel files.

- c. Willful violations of the Fair Labor Standards Act (FLSA) can result in imprisonment.
 - d. Under FMLA, maternity and paternity leave must be provided to eligible employees.
- 6. If one of your employees injures a third party (i.e., the copier repairman), and it can be proven that you should have known about the employee's violent past, you can be successfully sued by this third party. This is known as:
 - a. Negligent Hiring/Negligent Retention
 - b. Quid Pro Quo
 - c. Wrongful Termination
 - d. Adverse Impact
- 7. Under FMLA, "key" employees may be denied reinstatement from a leave to prevent substantial and grievous economic injury to the employer's operations. Key employees must be (choose all that apply):
 - a. Salaried employees.
 - b. Among the highest paid 10% of employees within 75 miles of the worksite.
 - c. Notified by the employer of their status as key employees ahead of time if there is any possibility that the employer may deny them reinstatement after leave.
 - d. All of the above.
- 8. A company begins with 600 job applicants, narrows the field to 30 qualified applicants, and schedules 30 final interviews. They offer employment to ten applicants and hire six.
 - a. What is the yield ratio of qualified applicants to total applicants?
 - i. 5%
 - ii. 18%
 - iii. 20%
 - iv. 30%
 - b. What is the yield ratio of offers to final interviews?
 - i. 10%
 - ii. 30%
 - iii. 33%
 - iv. 50%
 - c. What is the yield ratio of hires to offers?
 - i. 10%
 - ii. 60%
 - iii. 70%
 - iv. 73%
- 9. Which of the following statements characterizes a nondirective interview?
 - a. The interviewer asks all applicants the same questions.
 - b. The interviewer deliberately creates a high level of anxiety.

- c. Each applicant is asked different questions about the same skill and ability areas.
 - d. The interviewer's next question is determined by the applicant's response to an open question.
10. Which of the following selection practices is illegal under federal law?
- a. Obtaining information from references without an applicant's permission
 - b. Requiring a job-related test that has adverse impact on minority groups
 - c. Determining if an applicant has ever filed a workers' compensation claim
 - d. Requiring applicants to submit to a pre-employment drug test.
11. Which of the following pre-employment tests potentially has the best reliability and validity in measuring an applicant's integrity?
- a. Ability test
 - b. Personality test
 - c. Honesty test
 - d. Polygraph test
12. To which employment act do the following four factors pertain: Skills, Effort, Responsibility, and Working Conditions?
- a. Age Discrimination in Employment Act (ADEA)
 - b. Equal Pay Act
 - c. Fair Labor Standards Act (FLSA)
 - d. Americans with Disabilities Act (ADA)
13. From the date of hire, how many days does a new employee have to complete an I-9 form, verifying their eligibility status?
- a. 2
 - b. 3
 - c. 5
 - d. 7
14. Which of the following could be an exception to the employment-at-will concept?
- a. An employee is fired for engaging in misconduct.
 - b. An employer terminates an employee who does not have an employment contract.
 - c. An employee is terminated for filing for worker's compensation benefits.
 - d. An employer and employee agree to sever the employment relationship.
15. During the interview process, it is obvious to you that the interviewee has a medical condition. You become concerned as to whether or not this interviewee might be a suitable candidate. You should:
- a. Ask the interviewee to tell you about his/her medical condition.
 - b. Ask the interviewee how many times he/she was absent in their prior job.

- c. Tell the interviewee that your company requires medical examinations for all interested candidates. Therefore, as part of the interview process, he/she will be required to go for a medical examination.
- d. Give the interviewee a copy of the job description and ask the interviewee if he/she can do the job with or without accommodation.

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Answers

1. A
2. D
3. C
4. B
5. B
6. A
7. D
8. A, C, B
9. D
10. C/B
11. C
12. B
13. B
14. C
15. D