

**INSTRUCTIONS:**

This single *Homework Assignment* covers what you will learn through the ENTIRE course.

As you complete each section of the course, you should be able to answer more of the questions below.

At the end of each section, you will revisit this *Homework Assignment* and complete more of the answers you now understand. After you do, go back to the online course and it will show you which answers have been covered in the videos so far, but WILL NOT give you the answers, yet.

Once you have completed the final section of the online course, you will have learned the materials to be able to answer all of the questions and will be provided with the *Answer Key*.

**FILL IN THE BLANK:**

1. **HUMAN RESOURCES** (in basic terms) is handling the “people stuff” related to running a business.
2. **TRAINING / DEVELOPMENT** does more than just increase an employee’s knowledge; it also conveys the company’s values and concern for the employee’s wellbeing.
3. Understanding the company’s **GOALS** is the first step in the Human Resources Process.
4. When evaluating a company’s staffing needs, there are three different aspects to consider: the **CURRENT VACANCIES**, as well as what’s coming up in the future, both immediate and long-term.
5. The first tool to help determine a company’s staffing needs is the Job **ANALYSIS**.
6. **TRUE** True or False: In deciding the workflow and duties of a specific position, input from the operational departments is required.
7. No employee performance review should be considered complete unless it includes a/an **ACTION PLAN** for the future.
8. **AVAILABLE** Is a Job Description designed to be an internal document or a document available to the public? (answer **INTERNAL** or **AVAILABLE**)
9. The reason employees increased their production and performance at both Hawthorne Western Electric plants is because they **WERE EXCITED TO BE INCLUDED AND RECEIVING ATTENTION**.
10. A **JOB APPLICATION** should always be required to be completed by the employee PRIOR to hiring because it officially records the responses and information provided for current and future use.
11. **TRUE** True or False: Everyone participating in an interview with an applicant should make time in advance to review the application and any other available information.
12. Along with an introduction to the specific position, new employee onboarding should also receive introductory information about the **COMPANY**.
13. A **PROBATIONARY PERIOD** is a short amount of time that allows the company and new employee to “test each out” and enables the employer to terminate employment with no cause or reason.
14. The more time spent on training and development, the less money will be spent on **CORRECTING MISTAKES and/or RETRAINING**.



15. **SUCCESSION PLANNING** is the process of planning for upcoming changes in key positions, regardless of if there is any forewarning or not.
16. **TRUE!!!** True or False: Most employees do not want to stay in the same position, doing the same work, forever.
17. **FALSE** True or False: When a company is large enough to have a Human Resources Department, it is only THAT staff's responsibility to handle all aspects of human resources.
18. Usually, the best time to conduct an employee's performance evaluation is a the **END** (beginning or end) of their work WEEK, and the **END** (beginning or end) of their work SHIFT.
19. The four basic types of compensation covered in this course are:
  - a. **HOURLY or WAGES**
  - b. **SALARY**
  - c. **COMMISSION**
  - d. **PIECE WORK**
20. Along with an introduction to the specific position, new employee onboarding should also receive introductory information about the **COMPANY**.
21. Along with compensation, the United States federal government mandates which of the following to be included as benefits: (*indicate YES or NO on each*)
  - NO** Paid Time Off (PTO) including vacation and sick time
  - NO** Lunch breaks
  - NO** Minimum health insurance for full-time employees
  - NO** Annual increases in wages/salary based on seniority

### MATCHING

1. Which section of the Job Description listed below should include the following information:

- A. Job Title
- B. Job Purpose
- C. Duties and Responsibilities
- D. Qualifications (Required and/or Preferred)
- E. Working Conditions

**D** Required length of time previously doing the same or very similar work

**E** If travel should be expected

**A** The official name of the position when recruiting possible employees

**B** A high-level overview of the general scope of responsibilities and work

**C** If the hired employee will be supervising other employees, as well as any involvement in evaluations, salary determinations, etc.

**E** Primarily working in an office, outdoors, in loud environments, around hazardous materials, etc.



2. Indicate if each of the following should or should not be asked or included during an interview by the interviewer (*indicate YES or NO on each*):

*(Be overly safe when considering your responses even though your particular jurisdiction may not have restrictions.)*

- YES Why the applicant left employment at previous firms
- NO Which high school the applicant attended and when did they graduate
- NO Does the applicant need a specific day off for church, temple, synagogue, etc.
- YES What additional education has the applicant had since their last graduation
- NO What does the applicant like to do on their down-time, for fun
- YES What type of interaction with customers irritates the applicant or makes them uncomfortable and how do they work through it

3. Which of the following are reasons why employee evaluations are conducted? (*indicate YES or NO on each*)

- YES To communicate where the employee has exceeded expectations since the last performance evaluation
- NO To reinforce the company's chain of command structure
- YES To identify areas where the employee is feeling confused, bored, and/or challenged
- YES To allow the employee the opportunity discuss coworkers they may be having problems with
- NO To provide a first alert to the employee about ongoing problems that have been observed over the previous six months
- YES To discuss plans for the future which may include probation, bonuses, termination, pay increases, and more

If you have questions or need assistance, reach out to the [bsnsAtlas](#) team in our private Facebook group at:

[www.facebook.com/groups/bsnsAtlas](http://www.facebook.com/groups/bsnsAtlas)