

Staffing, Recruitment, and Onboarding

Circle the correct response

#	Question	Answer A	Answer B	Answer C	Answer D	Answer E
1	Which document is typically developed first?	Job Description	Job Analysis	Job Listing	All of the above	None of the above
2	If HR is adding additional pages to a standard Employment Application, it usually will be to find out about the candidate's...	More specific work history	What the employee's wage/salary expectations are	Which specific days of the week the employee will not work	All of the above	None of the above
3	Which group(s) of topics should be avoided during an interview with a candidate?	Race and Gender	Age and Marital Status	Spouse's ability to cover childcare	All of the above	None of the above
4	An Employee Handbook provides the new employee with...	Their work schedule and pay rate	Basic information about the company, and perhaps their department.	Afterhours contact information for their boss and peers	All of the above	None of the above
5	T/F: Federal Law in the US (and most other countries) requires employees to work a 30-day Probationary Period before employment is guaranteed.	True	False			

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Section 3 Quiz Answers:

1. B – Job Analysis
2. A – More specific work history
3. D – All of the above
4. A

5. False