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QUESTION 1

For employers with 15 or more employees, records of all job announcements, applications, and resumes must be kept for one year under which of the following acts?

- A. Executive Order 11246
- B. Americans with Disabilities Act
- C. Title VII of the Civil Rights Act
- D. Temporary Employee Records

Correct Answer: B

QUESTION 2

Jan is the HR Professional for her organization and she's meeting with the management to discuss the results of a balanced scorecard review. In particular, the management is asking Jan for her opinion how the organization can enhance organizational performance through education of the organization's employees. Which specific component of the balanced score is the management likely to be concerned with, in this scenario?

- A. Performance and retention
- B. Rewards and recognition
- C. Education and learning
- D. Learning and growth

Correct Answer: D

QUESTION 3

Drag and drop the compensations beside their corresponding descriptions.

Select and Place:



Compensation	Description
Place Holder	It includes any costs the organization incurs for the benefit of employees, such as all forms of cash compensation, 401(k) matching, medical care premiums, pension plans, and paid time off.
Place Holder	It includes nontraditional work-life balance benefits such as telecommuting, on-site childcare, and flex time.
Place Holder	It includes payments made to employees that are associated with wages and salaries. This includes base pay, variable compensation, and pay for performance.
Place Holder	It includes fringe benefits such as vacation, sick, and holiday pay; insurance premiums paid on behalf of employees; leaves of absence, etc.

Indirect
 Direct
 Nonmonetary
 Monetary

Select and Place:

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Place Holder	It includes any costs the organization incurs for the benefit of employees, such as all forms of cash compensation, 401(k) matching, medical care premiums, pension plans, and paid time off.
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Place Holder	It includes fringe benefits such as vacation, sick, and holiday pay; insurance premiums paid on behalf of employees; leaves of absence, etc.

Indirect
 Direct
 Nonmonetary
 Monetary



Correct Answer:

Compensation	Description
Monetary	It includes any costs the organization incurs for the benefit of employees, such as all forms of cash compensation, 401(k) matching, medical care premiums, pension plans, and paid time off.
Nonmonetary	It includes nontraditional work-life balance benefits such as telecommuting, on-site childcare, and flex time.
Direct	It includes payments made to employees that are associated with wages and salaries. This includes base pay, variable compensation, and pay for performance.
Indirect	It includes fringe benefits such as vacation, sick, and holiday pay; insurance premiums paid on behalf of employees; leaves of absence, etc.

At the broadest level, compensation and benefits, also referred to as total rewards, can be described as an exchange of payment from an employer for the services provided by its employees. The components of total rewards package are as follows: Chapter: Compensation and Benefits Objective: Total Rewards Defined

QUESTION 4

The concept _____ reviews processes to eliminate waste, relies on teamwork, and involves all members of the organization in meeting customer needs.

- A. Time management
- B. Balancing stakeholder
- C. Information sharing
- D. Total Quality Management

Correct Answer: D

QUESTION 5

Which of the following standards establishes permissible noise levels for the workplace?



- A. Personal Protective Equipment
- B. Medical Services and First Aid
- C. Hazard Communication Standard
- D. Occupational Noise Exposure

Correct Answer: D

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