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QUESTION 1

Your organization will be using the factor comparison technique in their evaluations of job performance. You need to communicate what the factor comparison technique accomplishes as you're the HR Professional for your organization. Which of the following best describes the factor comparison technique?

- A. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each job.
- B. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each job. A monetary value is assigned for each factor to determine its worth. Based on performance, historical information, and value this approach determines the importance and value of each job.
- C. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each job. A monetary value is assigned for each factor to determine its worth. Based on performance, historical information, and value this approach determines a bonus structure for each job.
- D. Factor comparison is an evaluation technique that involves the ranking of each compensable factor of each job. A monetary value is assigned for each factor to determine its worth. Based on performance, historical information, and value this approach determines a pay rate for each job.

Correct Answer: D

The factor comparison does indeed assign a monetary value to the responsibilities, called points and levels, to determine the pay rate for each job. It can be used to determine employee value based on performance of meeting expectations.

Answer option A is incorrect. This is not a valid definition of the factor comparison technique as it does not completely define the approach.

Answer options C, B are incorrect. These are not valid definitions of the factor comparison technique.

QUESTION 2

Your organization will be using the point factor technique in their evaluations of job performance. You need to communicate what the point factor technique accomplishes as you're the HR Professional for your organization. Which one of the following best describes the point factor technique?

- A. Specific compensable factors are identified and then performance levels within the factors are documented.
- B. Specific compensable factors are identified and then performance levels within the factors are weighted on importance to the employee.
- C. Performance factors are identified by the employee and then performance levels within the factors are weighted based on importance to the organization.
- D. Specific compensable factors are identified and then performance levels within the factors are documented. The different factors and levels are weighted based on importance to the organization.

Correct Answer: D

The point factor technique identifies point of performance based on importance to the organization. Within each point, levels of performance are created. Both levels and points are then weighted based on most important to least important, to determine overall performance of each employee. Answer options C, A, and B are incorrect. These are not valid



definitions of the point factor technique.

QUESTION 3

As an HR Professional you must be familiar with several different lawsuits and their affect on human resource practices today. What legal case found that a test that has an adverse impact on a protected class is still lawful as long as the test can be shown to be valid and job related?

- A. Washington versus Davis, 1976
- B. Griggs versus Duke Power, 1971
- C. McDonnell Douglas Corp. versus Green, 1973
- D. Albemarle Paper versus Moody, 1975

Correct Answer: A

Washington versus Davis is correct. Two African Americans were denied positions at the Washington DC police department because of their performance on a job-related test. The US Supreme Court ruled against the plaintiffs and deemed that the test did not violate the due process clause. Answer option B is incorrect. The Griggs versus Duke Power lawsuit was heard in the US Supreme Court. This case, which preceded the Civil Rights Act of 1964, centered on a policy, Duke Power Company had of segregating employees by race. Answer option C is incorrect. McDonnell Douglas Corp. versus Green, 1973 centered on a race discrimination case regarding the burdens and nature of proof in proving a Title VII of the Civil Rights Act of 1964. Answer option D is incorrect. Albemarle Paper versus Moody, 1975 dealt with racial discrimination and the responsibilities of organizations to offer back pay to individuals that were racially discriminated. The racial discrimination may have prevented certain employees from advancing in the organization.

QUESTION 4

Mark is a HR Professional for his organization and he has been given the assignment to create an Affirmative Action Plan for his company. As Mark creates this document, which one of the following is not required to be in the Affirmative Action Plan?

- A. Placement Goals
- B. Job Group Analysis
- C. Compliance Reviews
- D. Designation of Responsibility

Correct Answer: C

Compliance reviews are not part of an Affirmative Action Plan. The components of an Affirmative Action Plan are designation of responsibility, organizational display or workforce analysis, job group analysis, availability analysis, utilization analysis, placement goals, action-oriented programs, identification of problem areas, and internal audits and reporting system. Answer options D, B, and A are incorrect. Designation of responsibility, job group analysis, and placement goals are part of an Affirmative Action Plan.

QUESTION 5



There are four components of the HR Impact Model, which affect how a HR Professional may operate within a given environment. Which one of the following is NOT a component of the HR Impact Model?

- A. Consultation
- B. Client
- C. Catalyst
- D. Programs and processes

Correct Answer: B

Client is not one of the four components of the HR Impact Model. The four components are catalyst, consultation, policies and procedures, and programs and processes. Answer options C, A, and D are incorrect. Catalyst, consultation and programs and processes are the components of the HR Impact Model.

QUESTION 6

The Pregnancy Discrimination Act of 1978 prohibits employers from discriminating against employees on the basis of pregnancy, child birth, or other related medical conditions. This law affects organizations having what minimum number of employees?

- A. All organizations with employees must abide by this law
- B. Organizations with 100 or more employees
- C. Organizations with 15 or more employees
- D. This law only addresses federal government employees

Correct Answer: C

This law addresses all organizations that have 15 or more employees. Answer option A is incorrect. Organizations with fewer than 15 employees are exempted from this law.

Answer option B is incorrect. The law requires organizations with 15 or more employees to conform to the regulation.

Answer option D is incorrect. This law applies to all organizations with 15 or more employees, not just the federal government.

QUESTION 7

You are a HR Professional for your organization and your supervisor is asking you about the details of the Civil Rights Act of 1991, and what it means to your company. He wants to know what the total damages could be if an organization is found liable by a jury trial. What is the maximum amount that could be awarded to a victim of discrimination if the organization is found liable?

- A. There is no limited amount as the jury can determine damages
- B. \$50,000
- C. \$300,000



D. \$500,000

Correct Answer: C

The maximum amount that can be awarded is \$300,000. This amount, however, can be lowered based on the number of people involved in the discrimination lawsuit. Answer options B, D, and A are incorrect. The maximum amount allowed by the Civil Rights Act of 1991, is \$300,000.

QUESTION 8

Your manager has approached you regarding her desire to outsource certain functions to an external firm. She would like for you to create a document to send to three vendors asking them for solutions for these functions that your organization is to outsource. What type of a procurement document would you create and send to the vendors in this instance?

- A. Request for Proposal
- B. Request for Quote
- C. Invitation for Bid
- D. Request for Information

Correct Answer: A

A request for proposal (RFP) is a procurement document that asks the vendor to provide solutions, ideas, and detailed information about the outsourced function. The vendor will provide a proposal in response to the RFP. An RFP is often sent with a statement of work that details the outsourcing need that the vendor is to provide a solution and a price.

Answer option B is incorrect. A Request for Quote (RFQ) is a procurement document that asks the vendor to provide just a price for the solution to be purchased - no ideas or suggestions are needed from the vendor. RFQ are often used with

materials, such as cost per metric ton or cost per unit. Answer option C is incorrect. An invitation for bid (IFB) is identical to the request for quote. It is a procurement document asking the vendor for a fixed price for a specific thing to be

purchased. Answer option D is incorrect. A request for information (RFI) asks the vendor for more information about their solution, services, or company.

An RFI could ask for samples, references of work, white papers, and more information.

QUESTION 9

The Americans with Disabilities Act of 1990 identifies an individual with a disability, as a person who has one or more of the following characteristics except for which one?

- A. Has a record of such impairment that substantially limits one or more major life activities
- B. Is regarded as having such impairment that substantially limits one or more major life activities
- C. Is believed by employers that an individual having a physical or mental impairment substantially limits one or more major employment activities



D. Has a physical or mental impairment that substantially limits one or more major life activities

Correct Answer: C

The basis of an individual with a disability is not left to the interpretation of the employer so this choice is incorrect.

Answer options D, A, and B are incorrect. These are valid statements based on the definitions provided in the Americans with Disabilities Act of 1990.

QUESTION 10

As an HR Professional you should be familiar with the terminology, practices, and rules governing unions and management in the bargaining process. What is the zipper clause in regard to negotiations?

- A. Items in a management-union contract can be "zipped" open and closed as often as necessary.
- B. Management is locked out of union meetings.
- C. Management and union representations are locked out of union employee meetings.
- D. Items in a management-union contract are "zipped" closed, once the agreement is signed by both parties.

Correct Answer: D

Once management and union are in agreement with the terms of the contract and they sign the agreement, new demands or negotiations are not allowed. The contract is zipped closed for its duration. Answer option C, B, and A are incorrect. These are not valid definitions of the zipper clause.

QUESTION 11

As a HR Professional you must understand the laws and regulations, which affect employee compensation. If a non-exempt employee works more than 40 hours per week, what is their overtime pay rate?

- A. 150 percent of their base pay
- B. It depends on the state where the employee is employed
- C. Non-exempt employees do not receive overtime pay
- D. 50 percent of their base pay

Correct Answer: A

Overtime pay is 150 percent of the employee's base hourly pay. It is commonly called time and a half.

Answer option B is incorrect. Overtime pay is a federally-mandated law, not a state law. Answer option C is incorrect. Non-exempt employees do receive overtime pay. Exempt employees do not.

Answer option D is incorrect. Overtime pay is 150 percent, not just 50 percent of the base pay.

QUESTION 12



Pauline is a HR Professional for her organization and she's meeting with the sales manager Jim. Jim wants to know if Randy, one of his sales people, is considered exempt or not because he's doing outside sales. Pauline tells Jim that there

are just two qualifiers for Randy to be considered exempt in his role as an outside salesperson. The first is that Randy's primary duty must be making sales.

What is the other consideration?

- A. Randy must earn all income from commission.
- B. Randy must not have a contract to complete sales.
- C. Randy must be customarily engaged away from the employer's place of business.
- D. Randy must earn more than \$48,234 per year.

Correct Answer: C

Randy must primarily do sales outside of the employer's place of business to be considered an exempt employee.

Answer option D is incorrect. The amount Randy earns doesn't directly affect his role as an exempt sales person.

Answer option A is incorrect. Randy doesn't have to earn all of his income from commission. Answer option B is incorrect. Randy doesn't need a contract to do sales.

QUESTION 13

You are leading a brief presentation for your company about the ERISA program your company participates in. What is ERISA used for?

- A. It protects the interests of those who participate in employee benefit plans
- B. It protects the workers of employee compensation plans
- C. It protects private organizations that have profit sharing plans for employee compensation
- D. It allows private organizations to create investments for workers in profit-sharing plans

Correct Answer: A

ERISA is the Employee Retirement Income Security Act established in 1974. It protects the interests of those who participate in employee benefit plans. The plan established minimum participation and vesting standards for retirement plans. Answer options B, D, and C are incorrect. These are not good definitions of the Employee Retirement Income Security Act.

QUESTION 14

Jane is preparing for an interview process for an open position within her company. Jane has prepared several questions for the interview. Inher questions, Jane is careful not to ask all of the following questions, except for which one?

- A. Our hours are from 8 AM to 5 PM. Can you meet this requirement of the position?



- B. Where are you from?
- C. How many children do you have?
- D. What's your date of birth?

Correct Answer: A

Of all the questions, only choice A is a valid question that Jane should ask. Jane must be careful, not to offer questions that could be or interpreted as discriminatory. Answer option C is incorrect. By asking how many children the candidate has, is an example of sex discrimination.

Answer option B is incorrect. Jane may get national origin information in the question. Answer option D is incorrect. Asking for one's date of birth could lead to age discrimination.

QUESTION 15

The Federal Labor Standards Act is something that all HR Professionals should be familiar with. This act clearly defines four areas that affect all employees. Which one of the following is not one of the four areas of employment covered by this act?

- A. Commissions, royalties, and tips
- B. Overtime
- C. Record keeping
- D. Minimum wage

Correct Answer: A

The Federal Labor Standards Act does not address commissions, royalties, and tips. The four things the act does address are minimum wage, record keeping, overtime, and child labor. Answer options D, C, and B are incorrect. Minimum wage, record keeping, and overtime are addressed by the Federal Labor Standards Act.