



The Professional in Human Resources (SPHR)

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## **QUESTION 1**

The Fair Labor Standards Act does provide some instances of when travel time is payable to nonexempt employees. Which of the following is an example of a nonexempt employee being reimbursed for travel time?

- A. A plumber who is traveling between job sites
- B. An employee who must travel to the worksite for overtime work
- C. A daily train commute from the employee\\'s home to the city
- D. An airplane pilot who is waiting for a customer to fly

Correct Answer: A

## **QUESTION 2**

Which of the following allows employees to work the hours that enable them to take care of personal work?

- A. Flextime
- B. Telecommuting
- C. Job sharing
- D. Overtime
- Correct Answer: A

## **QUESTION 3**

Which of the following addresses illegal immigration into the United States?

- A. Immigration Reform and Control Act (IRCA)
- B. Black Lung Benefits Act (BLBA)
- C. Omnibus Budget Reconciliation Act (OBRA)
- D. Immigration and Nationality Act (INA)

Correct Answer: A

#### **QUESTION 4**

Which of the following occurs when two or more organizations are combined into a single entity?

A. Workforce reduction



- B. Lockout
- C. Merger
- D. Reengineering
- Correct Answer: C

# **QUESTION 5**

What type of analysis in an Affirmative Action Plan would create an organizational chart that includes information about incumbents\\' race, gender, and wages?

- A. Job Group Analysis
- B. Availability Analysis
- C. Utilization Analysis
- D. Workforce Analysis
- Correct Answer: D

## **QUESTION 6**

As a Senior HR Professional, you have been asked to also serve as the project manager for a new HR project in human resources. As a project manager, you must always plan for three constraints in every project. Which of the following is NOT one of the triple constraints of project management?

- A. Time
- B. Cost
- C. Scope
- D. Human resources

Correct Answer: D

# **QUESTION 7**

All organizations need prevoyance, or planning, as a part of a manager\\'s duty. As an HR Professional what is the primary purpose of planning?

A. Directs the project team and staff to accomplish the project scope

- B. Establishes groundwork for the managers to achieve the goals of the organization
- C. Communicates the direction of the organization
- D. Establishes groundwork for the managers to achieve their goals



Correct Answer: B

# **QUESTION 8**

In a self-audit of your employee\\'s I-9 forms, several errors were found. These errors included incomplete sections, questionable documents accepted for verification, and over-documentation. Of the following corrective and prevention strategies, which should you recommend to your employer?

- A. Enrollment in E-Verify
- B. Requesting updated documents from affected employees
- C. Training for employees
- D. Recertification of all I-9 forms

Correct Answer: A

## **QUESTION 9**

HR Professionals must recognize types of unlawful discrimination to be in compliance with US law. One type of discrimination is disparate treatment. Which one of the following is the best definition of disparate treatment?

A. When an employer treats all applicants the same regardless of their race, color, sex, religion, national origin, age, disability, or military or veteran status.

B. When an employee treats other employees differently based on their past work efforts.

C. When an employer treats a candidate differently based on the person\\'s race, color, sex, religion, national origin, age, disability, or military or veteran status

D. When an employer creates a quid pro quo status based on an employee\\'s rebuttal of unwelcome sexual advances.

Correct Answer: C

## **QUESTION 10**

Which of the following moves an entire function out of the organization to be handled by a company specializing in the function?

- A. Corporate restructuring
- B. Outsourcing
- C. Payrolling
- D. Professional employer organization (PEO)

Correct Answer: B



## **QUESTION 11**

Which of the following is an example of direct compensation?

- A. Employer Social Security contributions
- B. 401(k) matches
- C. Vacation pay
- D. Variable compensation

Correct Answer: D

# **QUESTION 12**

As an HR Professional in your organization, you need to be familiar with designing interview questions that are valid. Which type of validity is demonstrated by the job requirement of the applicant being fluent in Spanish and English?

- A. Criterion-Related validity
- B. Construct validity
- C. Predictive validity
- D. Content validity
- Correct Answer: A

# **QUESTION 13**

What two elements does the formula in a defined benefit plan examine to determine the pension an employer may provide the employee?

- A. Hourly rate and length of service
- B. Salary and length of service
- C. Salary and income contribution
- D. Salary and overall performance

Correct Answer: B

# **QUESTION 14**

You are the HR Professional for your organization and management has asked you about the requirements for the Americans with Disabilities Act. Specifically, management wants to know the threshold of number of employees that require an organization to participate in the act. What is the minimum number of employees that an organization must have in order to be required to participate in the ADA law?



- A. 50 employees or more
- B. 15 employees or more
- C. All companies are covered by the Americans with Disabilities Act.
- D. 100 employees or more

Correct Answer: B

# **QUESTION 15**

Which of the following Acts establishes mandatory safety and health standards for mine operators and monitors operations throughout the United States?

- A. FLS act
- B. SBREF act
- C. OSH act
- D. MSH act
- Correct Answer: D

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