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QUESTION 1

Which of the following are the two primary elements of benefits?

- A. Mental health coverage and health care coverage
- B. Pay for time not worked and income protection programs
- C. Unemployment and disability
- D. Defined contribution and defined benefits plans

Correct Answer: B

QUESTION 2

Which of the following is a true statement about using recognition plans to drive business results?

- A. Implementing a recognition plan in lieu of a competitive base pay will motivate employees to work harder.
- B. Provides managers a rationale for requesting an increase in departmental recognition budgets.
- C. The behaviors organizations are seeking depends on what type of employees are hired.
- D. Employee basic salary needs must be met before they will begin to appreciate recognition awards.

Correct Answer: D

QUESTION 3

What best describes the compensation philosophy?

- A. The compensation committee's interpretation of how employees can best meet business objectives
- B. Guidelines that determine the administration of compensation programs
- C. Statement of what the organization believes about how people should be paid
- D. Principles that guide the design of compensation programs

Correct Answer: C

QUESTION 4

Which of the following statements is most accurate regarding pay grades/bands?

- A. They include incentives that are paid out at certain times of the year
- B. They identify the actual compensation paid to each employee



- C. They may overlap with minimums and maximums falling within adjoining grades
- D. They represent the difference between the midpoint and the maximum of a given salary grade

Correct Answer: C

QUESTION 5

Work-life effectiveness includes a philosophy that actively supports which of the following?

- A. Employees\\' efforts to telework whenever they wish
- B. Efforts to help employees achieve success both at work and at home
- C. Organizational business objectives
- D. The Board\\'s attempt to influence the company\\'s day-to-day operations

Correct Answer: B

QUESTION 6

If the beginning wage needed to recruit quality candidates for a given job is higher than that of incumbents who have been with a company for some time, what type of pay adjustment should be used to correct this discrepancy?

- A. Cost-of-living
- B. Tenure
- C. Automatic
- D. Market

Correct Answer: D

QUESTION 7

What is the most common form of recognition?

- A. Trophies
- B. Cash
- C. Merchandise chosen from an award catalog
- D. Verbal recognition

Correct Answer: D



QUESTION 8

Which of the following is an example of a proactive wellness strategy a company can implement in the workplace?

- A. Concierge service
- B. Career counseling
- C. On-site fitness program
- D. Product/service discounts.

Correct Answer: C

QUESTION 9

Why should the annual development and career opportunities discussion take place separately from the performance discussion?

- A. To change the focus from reviewing past performance to planning for future performance
- B. To allow the manager to rank the employee after the performance discussion
- C. To allow both the manager and employee to have a "cooling off" period
- D. To allow human resources adequate time to post new job opportunities.

Correct Answer: A

QUESTION 10

What type of pay increase is given when an organization finds that its compensation program is behind competitive market rates?

- A. General
- B. Cost of living
- C. Automatic
- D. Merit.

Correct Answer: A

QUESTION 11

Which method of job evaluation uses a "whole -job" approach to determine the importance of each job to the company?

- A. Job component
- B. Ranking



C. Benchmark

D. Point factor.

Correct Answer: B

QUESTION 12

Which of the following is typically considered a health care benefit?

A. Defined benefit plan

B. Death benefits

C. Defined contribution plan

D. Vision plan.

Correct Answer: D

QUESTION 13

Which of the following is the most frequently used form of job documentation?

A. Nature of work

B. Level of work

C. Job descriptions

D. Job specifications.

Correct Answer: C

QUESTION 14

As a general rule, how often should employees receive performance feedback?

A. Once a year at the annual performance review

B. Once a day, preferably early in the morning

C. On an ongoing basis as appropriate

D. Only as often as is comfortable for the supervisor.

Correct Answer: C

QUESTION 15



How should learning opportunities to accomplish a career plan best be determined?

- A. By considering emerging and future trends in the employee's professional field
- B. By considering what opportunities would enable the employee to move to competing organizations
- C. By considering how much the employee likes his or her current position
- D. By considering the minimum competencies needed to move up to the next pay grade.

Correct Answer: A

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