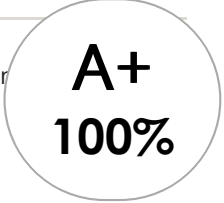


## 16 Multiple choice questions



**A+**  
**100%**

1. the process of managing the needs of staff for health and safety, industrial relations and legal responsibilities including compensation and benefits, of all staff
  - a. recruitment
  - b. separation
  - c. placement
  - d. **CORRECT: maintenance**
  
2. a process of assessing the performance of an employee, generally against a set of criteria or standards
  - a. unfair dismissal
  - b. workplace bullying
  - c. placement
  - d. **CORRECT: performance appraisal**
  
3. involves locating the employee in a position that best utilises the skills of the individual to meet the needs of the business
  - a. job enlargement
  - b. recruitment
  - c. **CORRECT: placement**
  - d. development
  
4. the process of locating and attracting the right quantity and quality of staff to apply for employment vacancies or anticipated vacancies at the right cost
  - a. development
  - b. placement
  - c. separation
  - d. **CORRECT: recruitment**
  
5. the process of attracting and recruiting the right staff for roles in a business
  - a. separation
  - b. job rotation
  - c. recruitment
  - d. **CORRECT: acquisition**

6. involves increasing the breadth of tasks in a job
  - a. placement
  - b. job sharing
  - c. **CORRECT: job enlargement**
  - d. job enrichment
  
7. occurs where an employee is dismissed by their employer and they believe the action is harsh, unreasonable or unjust
  - a. separation
  - b. acquisition
  - c. recruitment
  - d. **CORRECT: unfair dismissal**
  
8. occurs when two people share the same job
  - a. job enlargement
  - b. job rotation
  - c. **CORRECT: job sharing**
  - d. job enrichment
  
9. employees losing their jobs, where the employees' job or work no longer needs to be done; it may be necessary due to a lack of work, as in the case of a fall in demand for a product or service, or the position may have been restructured or replaced by technology
  - a. **CORRECT: redundancy and retrenchment**
  - b. job enrichment
  - c. recruitment
  - d. job enlargement
  
10. the process of employees leaving voluntarily, or through dismissal or retrenchment processes
  - a. recruitment
  - b. job rotation
  - c. **CORRECT: separation**
  - d. acquisition

11. a form of harassment involving unwelcome and uninvited behaviour that is offensive to 'reasonable' people; the more noticeable forms of workplace bullying are intimidation, humiliation, verbal abuse, pushing, touching, fondling or threatened and actual acts of violence
- a. **CORRECT: workplace bullying**
  - b. job sharing
  - c. placement
  - d. employee selection
12. the process of developing and improving the skills, abilities and knowledge of staff, through induction, ongoing training and further professional development
- a. recruitment
  - b. job enlargement
  - c. **CORRECT: development**
  - d. placement
13. a tax employers must pay on certain benefits they provide to their employees or their employees' associates, such as a family member; it is based on the taxable value of the various fringe benefits provided
- a. **CORRECT: fringe benefits tax (FBT)**
  - b. job enrichment
  - c. recruitment
  - d. maintenance
14. involves increasing the responsibilities of a staff member
- a. **CORRECT: job enrichment**
  - b. job sharing
  - c. recruitment
  - d. job enlargement
15. involves moving staff from one task to another over a period of time in order to multiskill employees
- a. job sharing
  - b. acquisition
  - c. **CORRECT: job rotation**
  - d. separation

16. involves gathering information about each applicant and using that information to choose the most appropriate applicant
- a. job rotation
  - b. separation
  - c. acquisition
  - d. **CORRECT: employee selection**