

16 Multiple choice questions

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. 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. 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. 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. recruitment

5. the process of attracting and recruiting the right staff for roles in a business
 - a. separation
 - b. job rotation
 - c. recruitment
 - d. acquisition

6. involves increasing the breadth of tasks in a job
 - a. placement
 - b. job sharing
 - c. 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. unfair dismissal
8. occurs when two people share the same job
 - a. job enlargement
 - b. job rotation
 - c. 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. 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. 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. 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. 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. fringe benefits tax (FBT)
 - b. job enrichment
 - c. recruitment
 - d. maintenance
14. involves increasing the responsibilities of a staff member
 - a. 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. 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. employee selection