

## SHRM SHRM-CP Exam

### Volume: 450 Questions

Question: 1

Which of the following questions is not one of the questions that a human resources professional needs to address in a Human Management Capital Plan (HCMP) during strategic planning?

- A. Where have we come from?
- B. Where are we now?
- C. Where do we want to be?
- D. How will we get there?
- E. How will we know when we have arrived?

Answer: A

Explanation:

A Human Management Capital Plan is forward thinking; the questions asked look at the present and into the future. As a result, a human resources professional who is setting up a HCMP should ask the following questions as demonstrated in answer choices B, C, D, and Answer: E  
Explanation: Where are we now? Where do we want to be? How will we get there? How will we know when we arrive? Answer choice A, which asks where have we come from, addresses an issue that does not apply to this portion of strategic planning, so it is correct.

Question: 2

Which of the following best describes an environmental scan that might occur during strategic planning?

- A. Reviewing policy and procedures for any non-compliance with environmental regulations
- B. Analyzing indoor conditions to ensure overall employee health
- C. Collecting details that will help the company project a goal for growth and development
- D. Using research and development techniques to create an effective business plan
- E. Collaborating with the Environmental Protection Agency (EPA) for improving the company's green standards

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Answer: C

Explanation:

An environmental scan has to do with the gathering of information that will help to project company growth and development. In other words, an environmental scan helps a company to review historical data to begin the process of preparing for expected or planned growth in the company. The environmental scan has nothing to do with environmental standards, federal or otherwise. This means that answer choices A, B, and E can be eliminated because all refer to outdoor or indoor environment, the EPA, and green standards. Answer choice D may be eliminated as well because the environmental scan does not relate to research and development techniques, nor is it specifically related to a business plan in the immediate sense.

Question: 3

Why is an understanding of the legal process so valuable for the human resources professional?

- A. Human resources professionals are the ones responsible for contacting members of Congress in the event that legislation should be proposed
- B. The business world is increasingly involved with the legislative process, and the human resources professional is a company's outside contact for legislation
- C. Understanding the legislative process is essential for small businesses to become corporations
- D. Legislation influences the relationship between employers and employees, and the human resources professional is responsible for understanding this relationship
- E. Human resources professionals are expected to function as lobbyists to Congress should legislation need to be enacted

Answer: D

Explanation:

Simply put, the legislation that will affect a business often will affect that business's relationship with its employees. Because the human resources professional is, in some ways, the intermediary between the employers and the employees, he or she should be at least somewhat familiar with legislation and the legislative process. Answer choice A is not correct because the human resources professional is not necessarily responsible for contacting a member of Congress about submitting legislation. Similarly, answer choice B is incorrect because the human resources professional is not required to act as the company's outside contact. Answer choice C is largely irrelevant to the larger question and, if true, would only refer to human resources professionals at small companies that are hoping to expand. Answer choice E is also

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incorrect because lobbying before Congress is a task that anyone can perform, but does not necessarily fall under the specific job description of the human resources professional.

Question: 4

After several months of meetings, the owners of Pearson Fishing Service, an oilfield service company, have agreed on an idea affecting employee health benefits. They believe their concept should be submitted to become a congressional bill. Janice, who is their human resources professional, has participated extensively in the meetings, so the company owners ask her to advise them on the necessary steps to submit the idea. Which is the first step that must be taken for an idea to be presented as a bill to Congress?

- A. Submit the idea to the House of Representatives for review
- B. Submit the idea to a senator or representative from the congressional district
- C. Present the idea to a congressional committee for discussion
- D. Acquire signatures from a statewide petition in order to demonstrate the importance of the idea
- E. Present the idea to a congressional hearing to see if it passes review

Answer: B

Explanation:

This question essentially asks the student to choose the first step in the legislative process for a bill to become a law. When an idea for a bill originates from an individual or business outside of Congress, the idea must first be submitted to a member of Congress (known as MOC). This MOC may be either a senator or a representative. The MOC will then sponsor the bill by submitting it to the part of Congress where he or she works, and the bill will begin its journey through legislation. Answer choice A is incorrect because no business or individual has the ability to submit a bill to either part of Congress. That obligation belongs to the MOC. Answer choices C and E are incorrect because they again overstep the boundaries of the MOC. First the MOC must sponsor the bill; then it goes into a congressional committee and/or hearing. Answer choice D is also incorrect because a statewide petition, while valuable for some processes, plays no real part in the legislative process.

Question: 5

Which of the following legislative acts do not provide protection for whistleblowers (employees who choose to speak out against corrupt business practice)?

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- A. The Occupational Safety and Health Act
- B. The Foreign Corrupt Practices Act of 1977
- C. The Toxic Substances Control Act
- D. The Sarbanes-Oxley Act
- E. The Railroad Safety Act

Answer: B

Explanation:

The Foreign Corrupt Practices Act of 1977 establishes the rules for preventing bribery and penalizing occurrences of it within corporations that exist in several countries. Each of the other answer choices – A, C, D, and E – all provide some kind of protection for whistleblowers who reveal corrupt business practices.

Question: 6

Which of the following is not a step in the strategic planning process?

- A. Environmental scanning
- B. Formulating strategy
- C. Creating business plan
- D. Implementing strategy
- E. Making adjustments to strategy

Answer: C

Explanation:

Creating a business plan, while useful for businesses that are in their early stages, is not an identifiable step within the strategic planning process that a human resources professional may complete. On the other hand, completing an environmental scan (answer choice A), formulating a strategy (answer choice B), implementing that strategy (answer choice D), and adjusting the strategy (answer choice E) are all significant steps in the strategic planning process. It is important to bear in mind that strategic planning is related largely to a company's future goals for growth and improvement.

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Question: 7

Richard, who heads up a team within a large corporation's human resources department, is known for his laid-back style of management. For the most part, the team works well together and there are few problems with member interaction on the team. When a problem does arise, Richard's first impulse is to encourage the team members to work out the issue amongst themselves before he intervenes. As a result, Richard's leadership style could be described as which of the following?

- A. Democratic
- B. Coaching
- C. Transactional
- D. Transformation
- E. Laissez-faire

Answer: E

Explanation:

Richard's laid-back mentality demonstrates a laissez-faire, or "let it be" attitude toward managing his team in the human resources department. A democratic leadership style (answer choice A) provides plenty of freedom among team members but still maintains a sense of order and control. A leader who demonstrates the coaching style (answer choice B) has a more hands-on approach to working individually with team members to help them with targeting their skills and giving them the means to function on their own. A transactional leader (answer choice C) sets goals and provides rewards to team members as they reach these goals, while a transformational leader (answer choice D) works on team dynamics for a united approach to reaching goals.

Question: 8

Standard human resource budget responsibilities for a company might include all of the following except:

- A. Performance increases
- B. Payroll taxes
- C. Travel expenses
- D. Repairs and maintenance

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### E. Employee benefits

Answer: A

Explanation:

In terms of standard budget responsibilities, the human resources professional is expected to manage payroll taxes (answer choice B), travel expenses (answer choice C), repairs and maintenance (answer choice D), and employee benefits (answer choice E). The performance increases tend to fall under human resources in some cases but are not considered standard responsibilities, so answer choice A is correct.

Question: 9

The Fair Labor Standards Act (FLSA) retains a certification of age for all employees for how long?

A. 1 year

B. 2 years

C. 3 years

D. 5 years

E. Until employee termination

Answer: E

Explanation:

The Fair Labor Standards Act requires that companies maintain a certification of age on file for all employees until their employment is terminated. The certification of age simply shows that the employee can legally work for the company in the capacity in which he or she was hired. Once the employment has been terminated, it is no longer necessary to maintain a certification of age. Answer choices A, B, C, and D all represents time periods that could be true depending on the time that an employee is with a company, but they are not technically correct based on the wording of the law.

Question: 10

As of July 24, 2009, the federal minimum wage was established at \$7.25 per hour. Grace Clothing, a successful line of retail clothing stores located in California, will be hiring 10 new workers at minimum wage with the option for commission. California has a statewide minimum wage of \$8.00 per hour, so the company owners have contacted human resources manager Edwina regarding the disparity in minimum wage pay at the state and federal level. Which

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statement below best quotes the policy Edwina would cite to help Grace Clothing resolve the difference?

- A. Grace Clothing is required to pay employees the lowest minimum wage of any state in the country, which is \$5.15
- B. When a federal minimum wage is lower than a state minimum wage, companies may use the federal minimum wage as their standard
- C. When a state minimum wage is higher than the federal minimum wage, the company is required to pay the state minimum over the federal minimum
- D. The size of Grace Clothing makes it exempt from minimum wage requirements, so the company has no obligation to follow either federal or state minimum wage
- E. The presence of commission means that Grace Clothing can lower the minimum wage that it pays workers because the commission payments compensate for the lower minimum pay

Answer: C

Explanation:

Minimum wage law is as follows: the federal minimum wage is primary if the state minimum wage is lower than the federal minimum wage. If the state minimum wage is higher than the federal level, however, the company is required to pay the state minimum wage. In other words, companies are expected to pay whatever happens to be higher. There are, of course, a number of variables that can affect minimum wage and what a company is expected to pay, but in question 10 one should assume that Grace Clothing in California is required to pay whatever happens to be the higher minimum wage. This means that answer choices A and B are immediately incorrect. In the case of answer choice D, the question does not provide any information about the size of the company, so the answer choice becomes irrelevant to the discussion. (Again, it must be assumed based on the question that Grace Clothing is required to pay minimum wage; the real question is which minimum wage?) And answer choice E is incorrect because the presence of commission should not necessarily affect minimum wage. The minimum wage is the minimum a company is expected to pay employees. Any commissions represent an addition to payment, but because commissions cannot be guaranteed they cannot compensate for lower minimum wage.

Question: 11

Which of the following best describes adverse impact in the selection of employees for a company?

- A. A selection rate among a protected class of more than 95% the selection rate of the highest

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group

- B. The negative impact of failing to diversify the selection rate among employees
- C. Any non-compliance with the rules pertaining to the Uniform Guidelines on Employee Selection Process
- D. A selection rate among a protected class of less than 80% the selection rate of the highest group
- E. Willful discrimination against a specific group when selecting new employees

Answer: D

Explanation:

The phrase adverse impact or unintentional discrimination refers to the selection rate of a protected class being less than 80% of the selection rate of the highest group. In other words, if the selection rate of females is less than 80% the selection rate of males, there is an adverse impact on females by the hiring process. Answer choice A is the opposite of the correct definition of adverse impact, so it is incorrect. Answer choice B is close to the meaning of adverse impact – in a broad sense – but it is not specific enough to be correct. Answer choice C is also too broad, particularly because there is far more to the Uniform Guidelines on Employee Selection Process than just selection rate. And answer choice E is incorrect; while adverse impact might be interpreted as discrimination, it is not necessarily the direct result of discrimination.

Question: 12

Which of the following is not involved in the human resources professional's analysis of staffing needs?

- A. Create a list of necessary KSAs that will encourage company growth
- B. Develop a list of employees who might be ready for promotion
- C. Review the economic situation to consider any changes to the company's hiring policy
- D. Consider various hiring options for any open positions, as well as positions that will be open in the near future
- E. Review the results of past hiring decisions to increase the potential success of future decisions

Answer: C

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### Explanation:

While a consideration of the economic situation might be useful, it is not a part of the human resources professional's analysis of staffing needs. The other answer choices – creating a list of necessary KSAs that will encourage company growth, developing a list of employees who might be ready for promotion, considering hiring options for open positions, and reviewing the results of hiring decisions for future hiring – are all part of an analysis of staffing needs.

### Question: 13

Philippa the head of the marketing department of Caledonia Coffee Company is planning to post a position that will allow current employees of the company to apply before that position opens to the public. Because the posting will be internal (arranged in-house), the process will differ from that of a public posting. Philippa contacts the human resources department to find out which type of application would be best for an internal position. The best type of application for this situation would be which of the following?

- A. Short-form application
- B. Weighted employment application
- C. Long-form application
- D. Job-specific application
- E. No application is needed – interested employees should submit resumes instead

Answer: A

### Explanation:

For applications that are completed in-house – that is, for internal applications that current employees complete – a short-form application is usually best. This is because the company will already have most of the employee's information on file and simply needs a formal application for the new job rather than an extensive application detailing information the company probably has. Answer choice B is incorrect because the weighted employment application, while specific to the job and excellent for considering the details of a candidate's qualifications, is far too costly to establish in this type of situation. Answer choice C is incorrect because the long-form application is simply unnecessary for internal hiring. Answer choice D is incorrect because the job-specific application (which is used largely for hiring a number of employees for similar positions) will not necessarily be useful for the company looking to hire internally. And answer choice E is incorrect because an application is almost always necessary, even for internal hiring.

### Question: 14

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What are the human resources professional's primary role in assisting a department with conducting an effective interview?

- A. To offer any requested advice on preparing for and setting up interviews
- B. To choose the members of the prospective interview board
- C. To create the official list of questions that will be asked during the interview
- D. To conduct all interviews for prospective employees of the company
- E. To work with the interview board to select the right candidate for the position

Answer: A

Explanation:

When a department within a company is planning interviews to hire new employees, the human resources professional's role is primarily one of assisting. The human resources professional is not responsible for choosing the members of the prospective interview board (answer choice B), since this role will fall to the department and those who will be working with the new employee or employees. Additionally, the job of creating official list of questions for the interview (answer choice C), conducting the actual interviews for prospective employees (answer choice D), and working with the interview board to select the right candidate (answer choice E) belongs not to the human resources professional but to the manager or supervisor of department in which the employees will work.

Question: 15

During the course of an interview, Adrian notices that the candidate he is interviewing is wearing a religious symbol on a chain around his neck. Adrian wants to ask a question about the employee's religious affiliation. Which of the following questions would be appropriate, according to the equal opportunity laws?

- A. What church do you attend?
- B. Do you belong to any organizations that might be relevant to the position?
- C. I noticed the symbol around your neck – do you attend services regularly?
- D. Have you ever attended a religious service?
- E. What does the symbol that you're wearing around your neck represent?

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Answer: B

Explanation:

Specific questions regarding a candidate's personal life and religious choices are entirely off limits for interviews. The only question that an interviewer may ask a candidate is whether or not the candidate belongs to an organization that may be relevant to the job. Unless the candidate volunteers information, all other questions about the religious symbol that the candidate is wearing are not appropriate during the interview. This is because a question could make a candidate uncomfortable. What is more, should the candidate be asked such a question and then receive the job – or not receive the job – the situation could be viewed as a form of discrimination.

Question: 16

Caspar is responsible for interviewing the candidates who have passed the first round of the application process for a new position at a large technology firm in Nevada. The first candidate that Caspar speaks to is a young woman with a strong resume and an accessible personality. Caspar is highly impressed and continues to remember the first candidate when he is interviewing the others. As a result, he rates the other candidates lower than the first, even though two of the other candidates have more experience than the first candidate and have even received several awards that she has not received. In conducting the interviews, Caspar has displayed which of the following types of interview bias?

- A. Cultural noise
- B. Halo effect
- C. Contrast
- D. Leniency
- E. Negative emphasis

Answer: C

Explanation:

Caspar's interview bias is one of contrast; he finds himself, however unconsciously, contrasting the other candidates with the first candidate that he interviews. A cultural noise bias (answer choice A) occurs when the candidate responds with pointed answers that are aimed at making the interviewer happy rather than responding in a more natural or general way. A halo bias (answer choice B) occurs when the interviewer considers only one quality of the candidate over his other qualities, such as shyness that might detract from the candidate's true record of achievement. A leniency bias (answer choice D) means the interviewer is lenient in regard to a

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candidate's potential weaknesses. A negative emphasis bias (answer choice E) means the interviewer places too much weight on the candidate's weaknesses.

Question: 17

Louisa is in the process of interviewing the prospective employees for an open position in the accounting department of a small publishing company. She has already interviewed several strong candidates, but she is looking forward to interviewing one of the candidates whose resume has struck her as showing significant potential. When this employee enters the room, however, it is obvious that he has not fully conquered his pre-interview nerves, and he stumbles through the first few questions. By the end of the interview, however, the candidate is doing well, responding articulately and living up to the potential indicated in his resume. Louisa, though, is unable to overcome her disappointment with the candidate's earlier nervousness and fails to see his improvement during the interview. Louisa is thus displayed by which of the following types of interview bias?

- A. Knowledge-of-predictor
- B. Stereotyping
- C. Recency
- D. Nonverbal bias
- E. First impression

Answer: E

Explanation:

Louisa's response to the candidate is influenced by her first impression of the candidate's behavior. A knowledge-of-predictor bias (answer choice A) means the interviewer responds to the candidate based on knowledge about the candidate's scores on evaluative tests that were given. A stereotyping bias (answer choice B) occurs when an interviewer bases a personal opinion about a candidate on a stereotype of the candidate rather than evaluating the candidate as objectively as possible. A recency bias (answer choice C) means the interviewer compares a candidate to the most recent candidate that was interviewed. A nonverbal bias occurs when the interviewer is over-influenced by body language instead of by the candidate's responses.

Question: 18

The Uniform Guidelines on Employee Selection Process (UGESP) requires which two qualities in testing?

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- A. Fairness and reliability
- B. Validity and disinterestedness
- C. Equality and fairness
- D. Reliability and validity
- E. Consideration and reliability

Answer: D

Explanation:

The Uniform Guidelines on Employee Selection Process (UGESP) requires that all testing be focused around reliability and validity. Answer choice A is incorrect, not because “fairness” is an undesirable quality but because it is intended to be a result of the requirements of validity and reliability. Answer choice B is also incorrect because “disinterestedness” is an intended result of the required qualities of reliability and validity. Answer choice C is incorrect, again because “equality” is an expected result, and answer choice D is incorrect because “consideration” is too vague of a requirement for establishing tests.

Question: 19

Why does the Uniform Guidelines on Employee Selection Process (UGESP) require these qualities in testing?

- A. To ensure the same results from all tests
- B. To avoid discrimination against protected classes
- C. To quantify the success rate for the company doing the testing
- D. To create a better standard for testing
- E. To prevent qualified candidates from being overlooked

Answer: B

Explanation:

The required qualities of reliability and validity are established for the express purpose of avoiding discrimination against protected classes. Answer choice A is incorrect because it makes no sense to ensure the same results from all tests – the tests would have no value at that point. Answer choice C is incorrect because the testing of candidates for a new position is about

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assessing the qualifications of the candidates and not quantifying the success rate of the company. Answer choice D is incorrect because it is too vague. Such guidelines would always be intended to create better standards for testing, but this is not specific enough to be a correct answer. And answer choice E is correct in the larger sense but is also not specific enough, since the standards were created for very specific reasons.

Question: 20

The WARN Act was designed to do which of the following?

- A. Prevent massive lay-offs that disrupt the economy
- B. Provide new positions for employees that have been laid off
- C. Create government funding to support a struggling company
- D. Establish full severance pay for those who have been laid off
- E. Ensure rights for employees who have been laid off

Answer: E

Explanation:

The WARN Act is the Worker Adjustment and Retraining Notification Act, which was designed to offer rights for workers who have been laid off. Answer choice A is incorrect because the act was certainly not designed to prevent massive lay-offs but rather to give workers “adjustment and retraining” in the event of massive lay-offs. Answer choice B is incorrect because the act cannot necessarily provide new positions for workers who have been laid off. Answer choice C is incorrect; while the act creates government funding for workers who have lost their jobs, it does not create government funding for a struggling company. And answer choice D is incorrect because the act cannot provide severance pay for those who have been laid off.

Question: 21

Which of the following provides the best definition of organization development?

- A. Creating a mutual understanding of the values within an organization
- B. Discovering methods of strategic intervention to address problems within the organization
- C. Establishing means of employee participation in decisions that are made within organizations
- D. Creating a sense of balance between employers and their employees in a company

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E. Analyzing the various elements of an organization's makeup and reviewing opportunities for improvement

Answer: E

Explanation:

Organization development is the process by which a human resources professional analyzes the elements of an organization's makeup and considers opportunities for improvement. Answer choice A is incorrect because the definition refers more to organization culture than it does to organization development. And answer choices B, C, and D are incorrect because they refer to elements of organization development but do not explain the larger definition of the process as a whole.

Question: 22

Which of the following is not a part of the four categories of intervention, as defined by Thomas Cummings and Christopher Worley in their book Organization Development and Change?

- A. Techno-structural
- B. Human resource management
- C. Change management
- D. Strategic
- E. Human process

Answer: C

Explanation:

The four categories of intervention, as presented by Cummings and Worley in Organization Development and Change, are Techno-structural, Human Resource Management, Human Process, and Strategic. Change management is more of another way to describe intervention within an organization than it is a category of intervention.

Question: 23

The head of the administrative department for a major university has asked Raisa, a human resources professional at the school, for a team-building exercise that will benefit the administrative department. The administrative department is composed of employees who work closely together daily but often run into conflicts that indicate a clash of personalities. The department head hopes to find a team-building exercise that will improve the relationships

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among staff members in the department. Which of the following should Raisa recommend to the department head?

- A. A team obstacle course
- B. Role-playing situations
- C. Team scavenger hunts
- D. The Meyers-Briggs Type Indicator
- E. Real-life scenario re-creation

Answer: D

Explanation:

In the workplace, the Meyers-Brigg Type Indicator is primarily used as a personality test to enable individuals to understand their personalities better and to assist staff members in appreciating how to interact with their co-workers more effectively. Due to the nature of the administrative department and its situation – employees who work together quite frequently and run into personality conflicts – the Meyers-Brigg test will be Raisa's best recommendation. Answer choices A and C are incorrect because research has suggested a lack of long-term value in team-building activities such as obstacle courses and scavenger hunts. Answer choices B and E are also incorrect: while role-playing situations and real-life scenarios might be beneficial to those who work in highly active and often sensitive fields, they will not necessarily be as useful for employees whose jobs is more focused around completing and maintaining paperwork for a university.

Question: 24

Which of the following elements is not a part of the ADDIE model of instructional design?

- A. Administration
- B. Design
- C. Development
- D. Implementation
- E. Evaluation

Answer: A

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### Explanation:

The instructional design acronym known as the ADDIE model begins not with Administration but with Analysis. The other options – Design, Development, Implementation, and Evaluation – are all accurate elements of the ADDIE acronym.

### Question: 25

Eamon is a human resources professional for a large firm of attorneys, and he has been assigned the responsibility of developing an instructional method that is most suitable for the support staff at the firm. The support staff has been struggling with problem-solving issues, and Eamon has been instructed to utilize a training method that will allow the staff members to discuss problems and potential resolutions under the supervision of a third party expert. Which of the following instructional methods will be most effective for this situation?

- A. Vestibule
- B. Facilitation
- C. Demonstration
- D. Conference
- E. One-on-one

Answer: B

### Explanation:

Facilitation is an instructional method that enables employees to work together on problem-solving techniques while under the guidance of a facilitator, or third-party expert in helping different groups interact effectively. Answer choice A is incorrect because the vestibule instructional method is a type of simulation, in which the employees receive hands-on experience on the equipment they will be using. A demonstration is largely just a presentation of information in a lecture-style setting, so that would be inappropriate for this situation, making answer choice C incorrect. Similarly, a conference style of instructional method is primarily focused on presenting information without employee interaction, so answer choice D is also incorrect. And the one-on-one method would be instruction given from one person to another. This is hardly useful in the situation with which Eamon is presented, so answer choice E is incorrect.

### Question: 26

What is the purpose of a total rewards strategy?

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- A. To plan for establishing salaries among employees
- B. To represent the employee brand as effectively as possible
- C. To assist in creating teamwork among employees
- D. To use budget for rewards in order to retain employees
- E. To recognize organizational changes as they occur

Answer: D

Explanation:

The purpose of a total rewards strategy is one of reviewing the budget and finding out how much of the budget is available for establishing rewards that will retain employees. (Additionally, the total rewards strategy contributes to drawing potential employees and motivating them in their employment activities.) Answer choice A is incorrect. While a total rewards program might cover salaries, the total rewards strategy is larger than basic salary. Answer choice B is incorrect because the total rewards strategy is unrelated to employer brand. Answer choice C is incorrect because the total rewards strategy is unconnected to creating teamwork among employees. And answer choice E is incorrect because the total rewards strategy is unrelated to the recognition of organizational changes.

Question: 27

Which of the following is not a major factor in establishing compensation within an organization?

- A. IRS rules
- B. Employee salary history
- C. Conditions in the labor market
- D. Current economic situation
- E. Competition from other companies

Answer: B

Explanation:

When establishing employee compensation within an organization, considering employee salary history might be a part of the larger process, but it is not a major factor in the process. Answer

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choices A, C, D, and E – IRS rules, conditions in the labor market, current economic situations, and competition from other companies – all play a major role in establishing employee compensation.

Question: 28

All of the following are part of the Fair Labor Standards Act except:

- A. Minimum wage
- B. Exemption conditions for employees
- C. Work conditions for children under 18
- D. Overtime
- E. Federal service contracts

Answer: E

Explanation:

The McNamara-O'Hara Service Contract Act (1965) covers federal service contracts, but the Fair Labor Standards Act does not. The Fair Labor Standards Act does, however, cover minimum wage requirements, exemption conditions for employees, work conditions for children under 18, and overtime. As a result, answer choices A, B, C, and D are all incorrect.

Question: 29

Which of the following best expresses the definition of benchmark positions?

- A. Common jobs within all organizations
- B. Evaluation of current jobs
- C. Review of market conditions for salaries
- D. Change in significant jobs in a company
- E. Review of value in positions within an organization

Answer: A

Explanation:

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Benchmark positions are simply the types of positions that are common within all organizations, such as administrative assistants. Benchmark positions do not, however, relate to an evaluation of current jobs (answer choice B), a review of market conditions for salaries (answer choice C), a change in significant jobs in a company (answer choice D), and a review of the value of various positions within an organization (answer choice E).

Question: 30

Arthur is an employee of a distribution company and is looking to request FMLA-approved leave for personal reasons. Arthur contacts Brad, a human resources professional at the company, to find out if he is eligible for this type of leave. Arthur has worked for the company for 9 months. What is the minimum period of time that an employee needs to work for an employer to request leave according to FMLA guidelines?

- A. 8 months
- B. 10 months
- C. 12 months
- D. 15 months
- E. 18 months

Answer: C

Explanation:

According to FMLA guidelines, an employee must work for an employer for a minimum of 12 months (not necessarily consecutively) in order to apply for FMLA-approved leave. Because Arthur has only worked for the company for 9 months, he will not be eligible to apply for type of leave, which is what Brad – as the human resources professional – will be required to explain to Arthur. Answer choices A, B, D, and E are incorrect because each represents the wrong period of time for FMLA leave.

Question: 31

The Consolidated Omnibus Reconciliation Act (COBRA) requires that companies employing a certain number of people – or more – must offer a specified amount of health benefits. What is the minimum number of employees that a company must have for COBRA guidelines to be in effect?

- A. 10