

LC Business

Unit 4 - Human Resources Management Quiz

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with our quiz.

HRM Quiz



Part 1:



1

Define the term HRM.

2

What is human resource or manpower planning?

3

What is the purpose of human resource auditing?

4

What is the purpose of human resource forecasting?

5

What is involved in recruitment and selection?



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HRM Quiz

Answers

Part 1:



- | | |
|---|---|
| 1 | Human resource management makes sure a business has the right staff, with the right skills at the right time. |
| 2 | Human resource or manpower planning, anticipates future labour needs and how the business can meet these needs. |
| 3 | Human resource auditing looks at the workers and skills presently in the business. |
| 4 | Human resource forecasting predicts the future labour needs and the possible need for recruitment, training, promotion or redundancy. |
| 5 | Recruitment and selection involves finding suitable applicants for a job. This involves a job description, personal specification, advertising and interviewing. |



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Part 2:



6

Why is training important?

7

What is the purpose of staff development?

8

What is the purpose of multiskilling?

9

What is a performance appraisal?

10

Give examples of financial rewards offered to employees.



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HRM Quiz

Answers

Part 2:



6	Training ensures that employees have the skills and knowledge needed to do their job.
7	Staff development training is given to workers, so they can take on new and more challenging work.
8	Multiskilling trains workers to take on a wide range of different jobs .
9	Performance appraisal is used to review and assess a workers performance .
10	Financial rewards are those that involve financial payments , such as increased salary or wages, bonus or commission, profit sharing, share ownership or benefits in kind.



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Part 3:



11

Give examples of non-financial rewards offered to employees.

12

What role does the HR manager have in employer/employee relationships?

13

What is an industrial democracy?

14

What are voluntary redundancies?

15

What is downsizing?



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HRM Quiz



Answers

Part 3:

11	Non-financial rewards are those that offer reduced hours, holidays, flexible working, job enrichment etc.
12	The HR manager has an important role in establishing good industrial relations. Industrial relations or employment relations is the relationship between employers and employees and trade unions.
13	Industrial democracy is where employees have participation and power in the decision making.
14	Voluntary redundancies can be offered to workers who wish to apply to be laid off. Financial packages are usually offered to encourage volunteers.
15	Downsizing is the laying off of workers to cut cost , and is usually the result of economic downturns or a failing business.



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