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QUESTION 1

Jane is preparing for an interview process for an open position within her company. Jane has prepared several questions for the interview. In her questions, Jane is careful not to ask all of the following questions, except for which one?

- A. How many children do you have?
- B. Where are you from?
- C. What's your date of birth?
- D. Our hours are from 8 AM to 5 PM. Can you meet this requirement of the position?

Correct Answer: D

QUESTION 2

An employee-assistance plan will not assist employees with what?

- A. Outplacement counseling
- B. Substance abuse
- C. Gambling problems
- D. Legal assistance

Correct Answer: C

QUESTION 3

As an SPHR you should be able to recognize the phases of an organization as it moves through its organizational life cycle. This helps you recognize the challenges of each phase so you may act accordingly based on where the organization may be in the life cycle. Which of the following is not one of the four phases of an organization's life cycle?

- A. Decline
- B. Abandonment
- C. Startup
- D. Growth

Correct Answer: B

QUESTION 4

What is the minimum amount of employees an organization must have to be covered by the Americans with Disabilities Act of 1990?

- A. All organizations are covered by this act and must abide by its requirements
- B. 15
- C. 45
- D. 100

Correct Answer: B

QUESTION 5

Which of the following requires an employee to act with reasonable care and skill in the course of performing work for the employer?

- A. Due process
- B. Duty of diligence
- C. Duty of obedience
- D. Duty of loyalty

Correct Answer: B

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