Human Resources Management, 13e (Dessler) Chapter 1 Introduction to Human Resource Management

1) The basic functions of the management process include all of the following EXCEPT

A) planning

B) organizing

C) outsourcing

D) leading

The five basic functions of the management process include planning, organizing, staffing, leading, and controlling. Outsourcing jobs may be an aspect of human resources, but it is not one of the primary management functions.

2) Which of the following is the person responsible for accomplishing an organization's goals by planning, organizing, staffing, leading, and controlling personnel?

A) manager

B) entrepreneur

C) generalist

D) marketer

The manager is the person responsible for accomplishing an organization's goals by planning, organizing, staffing, leading, and controlling the efforts of the organization's people. An entrepreneur may manage people or may hire a manager to do so instead, but entrepreneurs are defined as individuals who start their own businesses.

3) Which of the following includes five basic functions—planning, organizing, staffing, leading, and controlling?

A) job analysis.

B) strategic management

C) management process

D) adaptability screening.

The management process includes five basic functions—planning, organizing, staffing, leading, and controlling. Strategic management refers to the process of identifying and executing the organization's mission by matching its capabilities with the demands of its environment.

4) Which function of the management process requires a manager to establish goals and standards and to develop rules and procedures?

A) planning

B) organizing

C) staffling.

D) leading

Planning, organizing, staffing, leading, and controlling are the five main functions of management. The planning function involves establishing goals and standards, developing rules and procedures, and forecasting.

5) Celeste spends most of her time at work establishing goals for her staff of fifty employees and developing procedures for various tasks. In which function of the management process does Celeste spend most of her time?

A) leading

B) controlling

C) organizing

D) planning

The planning function of the management process requires managers to establish goals and standards, develop rules and procedures, and develop plans and forecast. Leading involves motivating staff, while controlling requires a manger to set standards, such as sales quotas. Assigning tasks to employees is an aspect of the organizing function.

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