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**MULTIPLE CHOICE**

1. Which of the following statements is true of the functions of human resource management?
- It is a clerical operation in large companies concerned with payroll and employee records.
  - It refers to a department which looks into the legal ramifications of policies and procedures that affect only the employees in an organization.
  - It is a function concerned with costs, planning, and the implications of various strategies for organizations.
  - It refers to a design of formal systems in an organization to manage human talent for accomplishing organizational goals.

ANS: D

PTS: 1

DIF: Moderate

NAT: BUSPROG: Analytic

TOP: What is Human Resource Management?

KEY: Bloom's: Comprehension

PAGE: 02

2. A useful way to measure the productivity of a workforce is:
- to determine the total cost of people required for each unit of output.
  - to determine the total cost of people required for an output of 100 units.
  - to determine the total cost of people required to complete a day's worth of work.
  - to determine the total cost of people required to complete a year's worth of work.

ANS: A

PTS: 1

DIF: Moderate

NAT: BUSPROG: Analytic

TOP: Where Employees Can Be a Core Competency

KEY: Bloom's: Comprehension

PAGE: 04

3. \_\_\_\_\_, a method to increase employee productivity, involves eliminating layers of management and changing reporting relationships, as well as cutting staff through downsizing, layoffs, and early retirement buyout programs.
- Organizational restructuring
  - Redesigning work
  - Aligning human resource activity
  - Outsourcing

ANS: A

PTS: 1

DIF: Easy

NAT: BUSPROG: Analytic

TOP: Where Employees Can Be a Core Competency

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**Xiaolong Qi**



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