
Human Resource Management Study Guide Question and Answers

Graphology

Answer: scientific analysis of your handwriting

Critical Incident Method

Answer: Keeping a record of an employees positive or negative behavior

Factor Comparison

Answer: for a few predetermined key jobs, points are allotted and wage rates for such key jobs are fixed

Environmental Stress

Answer: Background noise

piece rate

Answer: paid per piece completed instead of per hour

eustress

Answer: stress that we can use positively for our personal growth

predictive validity test

Answer: an applicant is teste, hired then evaluated by their current supervisor

KSAO

Answer: A person's knowledge skills, abilities and other characteristics

alternation ranking method

Answer: rates employees as a group from best to worst on a particular area

paired comparison method

Answer: comparing each employee to every other employee in a particular area

behaviorally anchored rating scale

Answer: matches rating with employee behavior

ADEA

Answer: Age Discrimination in Employment act of 1967

WARN

Answer: Worker Adjustment and Retraining Notification Act

Job Design

Answer: ideal traits for a position

job analysis

Answer: categorizing exactly what skills and tasks a specific job requires

Human Resource Management Study Guide

G Orfield



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