**Course : Human Resource Management – Quiz 5x1=5 marks**

 Answer all the following questions, identify the **True/False**

 All the answers carries **equal marks**.

1).Job specifications refer to the human requirements needed for a job, such as education, skills, and personality. **True/False**

2).Writing a Job descriptions and Job specifications is the final step in conducting a job analysis. **True/False**

3). Electronic log method for collecting job analysis information is considered best for quantifying the relative worth of a job for compensation. **True/False.**

4).Job Analyst collecting information through observations and interviews benefit from the use of a structured list to guide the process and ensure consistency. **True/False.**

5).Job description is the primary source of an information an employer uses to write a Job specification. **True/False**.

 Answer all the following **Multiple choice** questions, identify the best one.

 All the answers carries **equal marks. 5x1=5 marks**.

1. The information resulting from a job analysis is used for writing ( )

A) job descriptions

B) corporate objectives

C) personnel questionnaires

D) training requirements

2) .Which of the following most likely depends on a job's required skills, education level, safety hazards, and degree of responsibility? ( )

A) employee compensation

B) organizational culture

C) annual training requirements

D) OSHA and EEO compliance

3). Managers use to uncover essential duties that have not been assigned to specific employees. ( )

A) work activities

B) job specifications

C) job analysis

D) performance standards

4). How many steps are involved in the job analysis process? ( )

A) two

B) four

C) six

D) eight

5). What is the first step in conducting a job analysis? ( )

A) deciding how the gathered information will be used

B) collecting data on job activities and working conditions

C) selecting representative job positions to assess

D) reviewing relevant background information