

## Management – Chapter 2 Key Words

- |                            |                           |                      |
|----------------------------|---------------------------|----------------------|
| 1. Central tendency        | 7. Job description        | 13. Reference checks |
| 2. Civil Right Act of 1964 | 8. Job specification      | 14. Reliability      |
| 3. Employment tests        | 9. Leniency               | 15. Ripple effect    |
| 4. Equal Pay Act           | 10. Performance standards | 16. Validity         |
| 5. Forced distribution     | 11. Recency effect        |                      |
| 6. Halo/horn effect        | 12. Recruitment           |                      |

- \_\_\_\_\_ A contact list for the interviewer for information verifying education, work experience and/or personal characteristics or traits.
- \_\_\_\_\_ Amendment to the Fair Labor Standards Act; same wages for women performing work substantially equal to that performed by men. Differences allowed on basis of seniority, experience or education.
- \_\_\_\_\_ An evaluative instrument or informational device used to make an employment decision
- \_\_\_\_\_ Education, experience, training and personal attributes that are required for successful performance in a specific job.
- \_\_\_\_\_ Employee evaluations are based on the weeks or months immediately preceding the appraisals rather than over the entire period.
- \_\_\_\_\_ Exists if there is a proven statistical relationship between the selection device and the position involved.
- \_\_\_\_\_ Indicates that a test measures the same skill consistently.
- \_\_\_\_\_ Job duties and activities, work conditions, salary, quantity and quality of output expected and expected performance standards for a specific job.
- \_\_\_\_\_ Locating, identifying and attracting qualified applicants to fill positions within an org.
- \_\_\_\_\_ One internal promotion leading to a series of vacancies and promotions throughout the org.
- \_\_\_\_\_ Practice where the supervisor rates most employees similarly as performing above-average or average. There may be few documented differences in employees' performance.
- \_\_\_\_\_ Prohibits employers with 15 or more employees from implementing personnel practices that discriminate on the basis of race, color, gender, national origin or religion
- \_\_\_\_\_ Requires rater to compare the performance of all workers and place them in a category using a system, such as a bell-shaped curve from highest to lowest. Rater is expected to have a certain percentage of employees in each category.
- \_\_\_\_\_ Supervisor rates everyone well, wanting all employees to be happy and to get comparable pay raises.
- \_\_\_\_\_ When appraisers base their rating on personal characteristics rather than on activities or job-related tasks performed by the employee. Overall performance results become distorted when a positive or negative rating is applied.
- \_\_\_\_\_ Written statements of conditions and/or results desired when the job is performed satisfactorily.