

Management – Chapter 2 Answers

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| 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 | |

- 13 _____ A contact list for the interviewer for information verifying education, work experience and/or personal characteristics or traits.
- 4 _____ 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.
- 3 _____ An evaluative instrument or informational device used to make an employment decision
- 8 _____ Education, experience, training and personal attributes that are required for successful performance in a specific job.
- 11 _____ Employee evaluations are based on the weeks or months immediately preceding the appraisals rather than over the entire period.
- 16 _____ Exists if there is a proven statistical relationship between the selection device and the position involved.
- 14 _____ Indicates that a test measures the same skill consistently.
- 7 _____ Job duties and activities, work conditions, salary, quantity and quality of output expected and expected performance standards for a specific job.
- 12 _____ Locating, identifying and attracting qualified applicants to fill positions within an org.
- 15 _____ One internal promotion leading to a series of vacancies and promotions throughout the org.
- 1 _____ Practice where the supervisor rates most employees similarly as performing above-average or average. There may be few documented differences in employees' performance.
- 2 _____ Prohibits employers with 15 or more employees from implementing personnel practices that discriminate on the basis of race, color, gender, national origin or religion
- 5 _____ 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.
- 9 _____ Supervisor rates everyone well, wanting all employees to be happy and to get comparable pay raises.
- 6 _____ 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.
- 10 _____ Written statements of conditions and/or results desired when the job is performed satisfactorily.