Staffing Organizations 10th edition Judge Test Bank

SKU: 9781260703054-TEST-BANK

Staffing Organizations 10th Edition by Judge CH01

ANSWERS ARE LOCATED IN THE SECOND PART OF THIS DOCUMENT

TRUE/FALSE - Write 'T' if the statement is true and 'F' if the statement is false.

1) Human capital refers to the knowledge, skill, and ability of people and their motivation to use them successfully on the job.

1) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

2) For the average organization, employee costs (wages or salaries and benefits) are under 10% of its total revenue.

2) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

3) Staffing is the process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness.

3) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

4) Acquisition activities involve external staffing systems that govern the initial intake of applicants into the organization.

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4) _____

◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

5) Internal staffing systems work in fundamentally different ways than external staffing systems.

5) _____

◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

6) Organizations should attempt to eliminate all employee turnover if at all possible.

6) _____

◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

7) Employee turnover does not represent a significant cost to most organizations.

7) _____

◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

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8) Staffing is more of a process than an event.

8) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

9) Staffing the organization requires attention to both the quantity and quality of people brought into, moved within, and retained by the organization.

9) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

10) Staffing systems exist primarily to fill specific vacancies, and are not closely linked to overall organizational profitability and growth.

10) _____

- ◎ true
- ◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

11) Quantity or quality labor shortages can mean lost business opportunities, scaled-back expansion plans, an inability to provide critical consumer goods and services, and even threats to organizational survival.

11) _____

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◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

12) Employee shortages seldom require job reassignments or overtime for current employees.

12) _____

◎ true
◎ false

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

13) The quantity portion of the staffing definition means that organizations must be concerned about staffing levels and their adequacy.

13) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

14) When head count requirements exceed availabilities, the organization will be overstaffed.

14) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

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15) The person/job match model says that jobs are characterized by their level of qualifications and motivation.

15) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

16) The person/job match model says that individuals are characterized by their level of qualifications and motivation.

16) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

17) The person/job match model states that it is more important to match job rewards to individual motivations than to match job requirements to KSAOs.

17) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

18) Matching concerns that involve the larger organization include organizational values, new job duties, multiple jobs, and future jobs.

18) _____

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◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

19) In organizations where technology and globalization have caused jobs to change at a rapid pace, person/organization match is more important than person/job match.

19) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

20) It is usually wise to just focus on task and KSAO requirements when staffing, because job requirements almost never extend beyond task and KSAO requirements.

20) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

21) The three stages of entering an organization (in order) are selection, recruitment, and employment.

21) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

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22) The initial stage in the staffing system components model is recruitment.

22) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

23) The recruitment stage of the staffing process involves identification and attraction activities by both the organization and the individual.

23) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

24) The selection stage of the staffing process emphasizes the assessment and evaluation of job applicants.

24) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

25) Self-selection refers to employee decisions about whether to continue in or drop out of the staffing process.

25) _____

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◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

26) Organizational strategy usually dictates HR strategy, and HR strategy seldom has an impact on organizational strategy.

26) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

27) Support activities for HR include legal compliance, planning, and job analysis.

27) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

28) Core activities for HR include legal compliance, planning, and job analysis.

28) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

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29) Sound staffing strategy should always focus on acquiring employees who can hit the ground running and be at peak performance the moment they arrive.

29) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

30) Small and midsized organizations have increasingly turned to outsourcing as a way to improve the quality of certain recruiting and hiring processes.

30) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

31) Organizations choose to follow an internal staffing strategy if they want to cultivate a stable, committed workforce.

31) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

32) An organization's core workforce is composed of workers who are used on an as-needed, just-in-time basis.

32) _____

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◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

33) Some organizations accept a certain level of turnover as inevitable and frequently hire replacements to fill vacancies.

33) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

34) Outsourcing is when an organization sets up its own operations in another country.

34) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

35) Some organizations understaff in order to avoid costly layoffs.

35) _____

◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

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36) When forced to choose between addressing short-term labor shortages or identifying talent for the long term, most organizations focus on developing the long-term concerns.

36) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

37) A person/organization match is likely to be more important than a person/job match when jobs are poorly defined and fluid.

37) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

38) Examples of job-specific KSAOs include flexibility and adaptability, ability to learn, written and oral communication skills, and algebra/statistics skills.

38) _____

- ◎ true
- ◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

39) An active diversity strategy might be pursued as a way of acquiring workers who can help identify a products that might be received favorably by various segments of the marketplace.

39) _____

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◎ true
◎ false

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

MULTIPLE CHOICE - Choose the one alternative that best completes the statement or answers the question.

40) What term captures the knowledge, skill, ability, and traits of people and their motivation to use these successfully on the job?

40) _____

A) human capital
B) investment resource
C) intellectual reservoir
D) absorptive capacity

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

41) The process of acquiring, deploying, and retaining a workforce of sufficient quantity and quality to create positive impacts on the organization's effectiveness is called _____.

41) _____

A) staffing
B) recruitment
C) selection
D) placement

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

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42) Which of the following statements is true regarding staffing?

42) _____

A) The organization is the only active player in the staffing process.
B) The staffing process is composed of a series of interrelated parts including recruitment, selection, decision making and job offers.
C) The staffing process should only be viewed from the perspective of the individual (line) manager.
D) None of the answer choices are correct.

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

43) Which of the following are the four core job requirements and qualifications discussed in staffing practice?

43) _____

A) motivation, engagement, grit, and emotional intelligence
B) kinesthetic capabilities, standards, accountability, and operational function
C) intuition, confidence, courage, and conformity
D) knowledge, skills, abilities, and other characteristics

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

44) The activities that govern the initial intake of applicants into the organization are called _____.

44) _____

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A) acquisition
B) deployment
C) retention
D) None of the answer choices are correct.

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

45) The process that involves the placement of new hires on the actual job they will hold is called _____.

45) _____

A) acquisition
B) deployment
C) retention
D) None of the answer choices are correct.

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

46) The purpose of retention systems is to _____.

46) _____

A) attract qualified applicants to job openings in the organization
B) establish a good person-job match
C) manage the flow of employees out of the organization
D) establish a good person-organization match

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Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

47) Staffing systems should ultimately be used to _____.

47) _____

A) ensure that day-to-day operations run smoothly
B) ensure that procedural, transactional, and routine activities are accomplished
C) reduce costs regardless of the effects on quality or quantity
D) contribute to the attainment of organizational goals such as survival, profitability, and growth

Question Details
Topic : The Nature of Staffing
Accessibility : Keyboard Navigation

48) According to the staffing quantity model, an organization will be _____ when availabilities exceed requirements.

48) _____

A) fully staffed
B) understaffed
C) overstaffed
D) None of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

49) The staffing quantity model uses _____ to determine whether a condition of being overstaffed, fully staffed, or understaffed exists.

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49) _____

A) projected staffing requirements
B) projected staffing availabilities
C) projected economic trends
D) projected staffing requirements and availabilities

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

50) Which of the following are portions of person-job match?

50) _____

A) Jobs are characterized by their requirements.
B) Jobs are characterized by their embedded rewards.
C) Individuals are characterized by their level of qualification and motivation.
D) All of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

51) Which of the following statements is false regarding person-job match?

51) _____

A) Jobs are characterized by their requirements and embedded rewards.
B) Individuals are characterized by their level of qualification.
C) Organizational culture is an important aspect of person-job match.
D) Individuals can be characterized by their motivation levels.

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Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

52) The person/job match model says that there must be a match between _____.

52) _____

A) job requirements with KSAOs and job rewards with individual motivation
B) job requirements and individual motivation
C) KSAOs and individual motivation
D) None of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

53) Regarding the person/job match model, _____.

53) _____

A) staffing is only concerned with the job requirements-KSAO portion of the match
B) job requirements should be expressed in terms of only tasks involved and not KSAOs
C) it applies only to tasks that have been identified and written down
D) None of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

54) In terms of the person/organization match _____.

54) _____

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A) the "organization" includes only tasks to be performed that are written down as part of the job description
B) attempts to match people to organization values should not be made
C) there is a concern with the "fit" of people to multiple jobs or future jobs
D) All of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

55) Which of the following matching concerns arise in person-organization match?

55) _____

A) values, new job duties, multiple jobs, and future jobs
B) values, qualifications, and motivation
C) person, process, and principle
D) All of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

56) The staffing system components model says that the phases of the staffing process occur in which order after the initial interaction between the applicant and the organization?

56) _____

A) selection, recruitment, employment
B) recruitment, selection, employment
C) recruitment, employment, selection
D) employment, recruitment, selection

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Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

57) According to the overall staffing organizations model, one support activity is _____.

57) _____

A) external staffing
B) job analysis
C) internal staffing
D) labor relations

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

58) According to the overall staffing organizations model, an example of a(n) core staffing activity is _____.

58) _____

A) HR strategy and planning
B) job analysis
C) internal recruitment
D) None of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

59) According to the overall staffing organizations model, HR and staffing strategy are driven by _____.

59) _____

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A) the mission, goals and objectives of the organization
B) support activities
C) legal compliance activities
D) All of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

60) Which of the following is a part of the recruiting phase of the staffing process?

60) _____

A) drawing up job offers
B) completing application blanks
C) developing and conducting job fairs
D) drawing up job offers and developing and conducting job fairs

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

61) Which of these activities is most directly associated with the employment phase of the staffing process?

61) _____

A) screening job applications
B) deciding on finalists for a job
C) advertising a job opening
D) evaluating the results of a job aptitude test

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Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

62) Staffing system management involves _____.

62) _____

A) assessing applicant qualifications
B) facilitating employee retention
C) guiding, coordinating, controlling, and evaluating staffing activities
D) day-to-day legal compliance activities

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Models

63) A _____ staffing strategy would have an organization concentrate on acquiring new employees who can "hit the ground running."

63) _____

A) pure acquisition
B) pure development
C) lead system
D) lag system

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

64) The _____ is composed of more peripheral workers who are used on an as-needed, just-in-time basis.

64) _____

Staffing Organizations 10th edition Judge Test Bank

A) core workforce
B) high performance workforce
C) flexible workforce
D) None of the answer choices are correct.

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

65) Outsourcing is _____.

65) _____

A) setting up operations in another country
B) typically prohibited by law in most states
C) a strategy that is being used less and less
D) moving a business process to another vendor

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

66) Organizations often _____ when they choose to ride out dips in demand for goods and services or to stockpile talent.

66) _____

A) understaff
B) overstaff
C) attract
D) relocate

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Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

67) A _____ staffing strategy is when organizations decide to go to locations where there are ample labor supplies.

67) _____

A) transfer system
B) relocate system
C) factional system
D) extrinsic system

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

68) When jobs are highly fluid, it is probably advisable for organizations to focus more on _____.

68) _____

A) person-job match
B) person-organization match
C) recruiter-recruit match
D) dynamic equilibrium

Question Details
Accessibility : Keyboard Navigation
Topic : Staffing Strategy

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Staffing Organizations 10th Edition by Judge CH01

Answer Key

Test name: CH01

1) TRUE
2) FALSE
3) TRUE
4) TRUE
5) FALSE
6) FALSE
7) FALSE
8) TRUE
9) TRUE
10) FALSE
11) TRUE
12) FALSE
13) TRUE
14) FALSE
15) FALSE
16) TRUE
17) FALSE
18) TRUE
19) TRUE
20) FALSE
21) FALSE
22) TRUE
23) TRUE
24) TRUE
25) TRUE
26) FALSE

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27) TRUE
28) FALSE
29) FALSE
30) TRUE
31) TRUE
32) FALSE
33) TRUE
34) FALSE
35) TRUE
36) FALSE
37) TRUE
38) FALSE
39) TRUE
40) A
41) A
42) B
43) D
44) A
45) B
46) C
47) D
48) C
49) D
50) D
51) C
52) A
53) D
54) C
55) A
56) B

Staffing Organizations 10th edition Judge Test Bank

57) B
58) C
59) A
60) C
61) B
62) C
63) A
64) C
65) D
66) B
67) B
68) B

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