**Certified Human Resource Manager – MCQs**

1. What does HRM stand for?
   1. Human Resource Methodology
   2. Human Resource Management
   3. Human Resource Mastery
   4. Human Resource Manipulation
2. Which of the following is NOT an HRM function?
   1. Recruitment
   2. Accounting
   3. Performance Appraisal
   4. Employee Relations
3. HRM that aligns with an organization’s goals and strategies is known as:
   1. Tactical HRM
   2. Strategic HRM
   3. Operational HRM
   4. Administrative HRM
4. Which legal act addresses workplace discrimination and harassment?
   1. Fair Labor Standards Act (FLSA)
   2. Occupational Safety and Health Act (OSHA)
   3. Civil Rights Act of 1964
   4. Family and Medical Leave Act (FMLA)
5. In which module is the concept of HRM in a global context discussed?
   1. Module 1
   2. Module 4
   3. Module 5
   4. Module 8
6. Strategic Workforce Planning involves:
   1. Hiring employees on an as-needed basis
   2. Forecasting future workforce needs
   3. Randomly selecting candidates for positions
   4. Outsourcing all recruitment activities
7. What is the primary purpose of job analysis?
   1. Determining employee salaries
   2. Defining job responsibilities and requirements
   3. Conducting performance appraisals
   4. Establishing employee benefits
8. Which method of recruitment involves promoting employees from within the organization?
   1. Internal recruitment
   2. External recruitment
   3. Online recruitment
   4. Social media recruitment
9. Which selection technique assesses a candidate’s behavior in a simulated work environment?
   1. Panel interview
   2. Structured interview
   3. Assessment center
   4. Personality test
10. Diversity and inclusion in recruitment aim to:
    1. Attract only a specific type of candidate
    2. Exclude candidates from different cultural backgrounds
    3. Create a homogeneous workforce
    4. Embrace candidates from diverse backgrounds
11. The process of identifying gaps between employee skills and job requirements is called:
    1. Performance appraisal
    2. Training evaluation
    3. Training needs analysis
    4. Job evaluation
12. Which learning method involves on-the-job training with experienced employees?
    1. E-learning
    2. Classroom training
    3. Job rotation
    4. Lectures and seminars
13. Designing effective training programs includes:
    1. Offering the same training to all employees
    2. Ignoring the organization’s goals and strategies
    3. Focusing solely on technical skills
    4. Aligning training with employee and organizational needs
14. Employee development focuses on:
    1. Minimizing employee skills
    2. Limiting career growth opportunities
    3. Enhancing employee skills and abilities
    4. Ignoring employee aspirations
15. How is training effectiveness typically measured?
    1. Employee attendance rate
    2. Length of training sessions
    3. Employee satisfaction with training content
    4. Post-training performance improvement
16. The framework that defines performance expectations, goals, and feedback is called:
    1. Employee development
    2. Performance appraisal
    3. Performance management
    4. Job analysis
17. What is the first step in the performance management process?
    1. Conducting a performance appraisal
    2. Providing ongoing feedback
    3. Setting performance goals and expectations
    4. Identifying areas of improvement
18. Ongoing feedback and coaching are essential for:
    1. Ignoring employee development
    2. Encouraging passive communication
    3. Enhancing employee performance
    4. Eliminating performance appraisals
19. What is the main purpose of a performance appraisal?
    1. Setting goals for the next appraisal period
    2. Determining employee compensation
    3. Addressing employee grievances
    4. Evaluating employee performance and providing feedback
20. Performance improvement plans are designed to:
    1. Punish underperforming employees
    2. Terminate employees immediately
    3. Support employees in improving performance
    4. Avoid providing feedback to employees
21. Compensation strategies and philosophies aim to:
    1. Pay employees the minimum legal wage
    2. Align compensation with organizational goals
    3. Provide compensation equally to all employees
    4. Avoid offering any benefits to employees
22. What is the purpose of job evaluation in compensation management?
    1. Setting performance goals for employees
    2. Defining job roles and responsibilities
    3. Determining employee benefits
    4. Assigning relative value to different jobs
23. Incentive and recognition programs are designed to:
    1. Reduce employee motivation
    2. Promote internal competition
    3. Reward and motivate employees for their contributions
    4. Exclude high-performing employees
24. Which term refers to non-monetary rewards such as health insurance and retirement plans?
    1. Bonuses
    2. Salaries
    3. Incentives
    4. Employee benefits
25. Ensuring legal compliance in compensation includes:
    1. Paying employees arbitrarily
    2. Ignoring industry standards
    3. Providing unequal pay for equal work
    4. Following pay equity and non-discrimination laws
26. Building positive employee relations involves:
    1. Encouraging conflict and competition
    2. Fostering a supportive work environment
    3. Excluding employees from decision-making
    4. Minimizing employee interaction
27. Conflict resolution and mediation aim to:
    1. Escalate conflicts between employees
    2. Avoid addressing workplace conflicts
    3. Encourage hostile behavior
    4. Resolve disputes in a fair and neutral manner
28. Employee engagement strategies focus on:
    1. Isolating employees from their work
    2. Ignoring employee feedback
    3. Increasing employee motivation and commitment
    4. Reducing employee responsibilities
29. Effective communication in the workplace is essential for:
    1. Creating misunderstandings
    2. Encouraging rumors and gossip
    3. Promoting collaboration and understanding
    4. Isolating employees from each other
30. Work-life balance and well-being initiatives aim to:
    1. Increase employee stress levels
    2. Disregard employees’ personal lives
    3. Improve employees’ overall quality of life
    4. Eliminate flexible work arrangements
31. The Civil Rights Act of 1964 prohibits discrimination based on:
    1. Age
    2. Gender
    3. National origin
    4. All of the above
32. Equal Employment Opportunity (EEO) refers to:
    1. Hiring only experienced employees
    2. Treating all employees equally regardless of performance
    3. Providing equal pay for equal work
    4. Ensuring fair treatment in employment practices
33. Workplace ethics and conduct involve:
    1. Encouraging dishonesty and unethical behavior
    2. Ignoring the organization’s values and principles
    3. Promoting integrity and ethical decision-making
    4. Reducing employee productivity
34. Privacy and data protection in HR relate to:
    1. Sharing sensitive employee information publicly
    2. Collecting and using employee data responsibly
    3. Disclosing confidential data without consent
    4. Providing unlimited access to employee records
35. Termination and layoff procedures should adhere to:
    1. Arbitrary and inconsistent decisions
    2. Fair and legal practices
    3. Termination without any notice
    4. Ignoring employee rights
36. Aligning HR with organizational strategy means:
    1. Ignoring organizational goals
    2. Keeping HR separate from other departments
    3. Integrating HR practices with business objectives
    4. Eliminating the HR department
37. Change management involves:
    1. Maintaining the status quo
    2. Resisting all forms of change
    3. Managing and guiding organizational change
    4. Ignoring the need for adaptation
38. HR metrics and analytics help in:
    1. Avoiding data-driven decision-making
    2. Measuring employee happiness only
    3. Using data to improve HR practices and strategies
    4. Eliminating all forms of measurement
39. Leading HR teams and collaboration involves:
    1. Discouraging teamwork and communication
    2. Ignoring employee input
    3. Promoting teamwork and effective communication
    4. Isolating HR teams from other departments
40. International HR management challenges include:
    1. Identical HR practices across all countries
    2. Cultural differences and legal variations
    3. Ignoring local laws and regulations
    4. Avoiding cross-border collaboration
41. HRM functions that involve attracting, selecting, and hiring new employees are part of:
    1. Compensation and Benefits Management
    2. Talent Development and Training
    3. Workforce Planning and Recruitment Strategies
    4. Performance Management and Appraisal Systems
42. Which method of recruitment involves hiring individuals for short-term projects or tasks?
    1. Internal recruitment
    2. External recruitment
    3. Contractual recruitment
    4. Social media recruitment
43. Module 3: Talent Development and Training
44. The process of evaluating employee performance to identify their potential for advancement is known as:
45. Performance appraisal
46. Employee development
47. Succession planning
48. Job rotation
49. Which performance appraisal method involves ranking employees from best to worst?
    1. Critical Incident Method
    2. Graphic Rating Scale
    3. Forced Ranking Method
    4. Behaviorally Anchored Rating Scale (BARS)
    5. Module 5: Compensation and Benefits Administration
50. Which term refers to the psychological state of well-being and satisfaction an employee experiences from their job?
    1. Compensation
    2. Incentive
    3. Motivation
    4. Job satisfaction
    5. Module 6: Employee Relations and Engagement
51. Which type of conflict resolution involves a neutral third party assisting in resolving disputes between employees?
52. Mediation
53. Negotiation
54. Arbitration
55. Competition
    1. Module 7: HR Legal Compliance and Ethics
56. The Age Discrimination in Employment Act (ADEA) prohibits age-based discrimination against individuals who are:
57. 45 years old and above
58. 50 years old and above
59. 60 years old and above
60. 65 years old and above
    1. Module 8: Strategic HR Management and Leadership
61. HR metrics that measure the cost of replacing employees who leave the organization are known as:
62. Turnover metrics
63. Recruitment metrics
64. Retention metrics
65. Absenteeism metrics
    1. Module 1: Foundations of Human Resource Management
66. The alignment of HR practices with the overall business goals and strategies is known as:
67. HR Administration
68. HR Isolation
69. HR Automation
70. HR Strategic Alignment
71. Which method of recruitment focuses on attracting potential candidates through career fairs, workshops, and networking events?
    1. Online recruitment
    2. Referral recruitment
    3. Campus recruitment
    4. Social media recruitment