

Quiz Grade: 75.0% (A)

Quiz Submission

Personnel Administration

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Total Questions: 10

Course Information

Course Title: Personnel Administration
Course Code: PAD 271
Credit Hours: 3

Quiz Questions, Student Answers, and Correct Answers

Question 1 of 10

Multiple Choice Question

What is the main focus of Personnel Administration?

Available Options:

- (A) Hiring and selection
- (B) Training and development
- (C) Performance management

(D) All of the above ← STUDENT SELECTED ← CORRECT ANSWER

Student's Answer: Option D: All of the above

Correct Answer: Option D: All of the above

Question 2 of 10

Text Answer Question

What is the goal of Personnel Administration?

Student's Answer:

To attract, select train, assess and reward employees, while overseeing organizational leadership and culture, and ensuring compliance with the labor laws.

Correct Answer:

To effectively manage and support employees in an organization

Question 3 of 10

Multiple Choice Question

Which of the following is NOT a responsibility of Personnel Administration?

Available Options:

- (A) Conflict resolution
- (B) Budget management
- (C) Marketing strategies ← STUDENT SELECTED ← CORRECT ANSWER**
- (D) Benefits administration

Student's Answer: Option C: Marketing strategies

Correct Answer: Option C: Marketing strategies

Question 4 of 10

Text Answer Question

What is the primary purpose of performance management?

Student's Answer:

To monitor and evaluate employee performance so that they work efficiently and contribute to the success of the organization.

Correct Answer:

To evaluate and improve employee performance

Question 5 of 10

Multiple Choice Question

What is the main benefit of effective personnel administration?

Available Options:

- (A) Increased employee satisfaction ← CORRECT ANSWER**
- (B) Higher profits
- (C) More vacation days
- (D) Decreased turnover rates ← STUDENT SELECTED

Student's Answer: Option D: Decreased turnover rates

Correct Answer: Option A: Increased employee satisfaction

Question 6 of 10

Multiple Choice Question

Which of the following is NOT a factor to consider when hiring new employees?

Available Options:

- (A) Education level
- (B) Salary history ← STUDENT SELECTED ← CORRECT ANSWER**
- (C) Work experience
- (D) References

Student's Answer: Option B: Salary history

Correct Answer: Option B: Salary history

Question 7 of 10

Text Answer Question

What is the role of personnel administration in employee training and development?

Student's Answer:

To develop organizational activities aimed at bettering the performance of individuals and groups in the organizational settings.

Correct Answer:

To identify training needs and provide resources for employees to develop their skills and knowledge

Question 8 of 10

Multiple Choice Question

Which of the following is NOT a step in the performance appraisal process?

Available Options:

- (A) Setting performance goals
- (B) Conducting a performance review
- (C) Providing feedback

(D) Determining salary increases ← STUDENT SELECTED ← CORRECT ANSWER

Student's Answer: Option D: Determining salary increases

Correct Answer: Option D: Determining salary increases

Question 9 of 10

Multiple Choice Question

What is the main purpose of a benefits package?

Available Options:

- (A) To attract and retain employees ← STUDENT SELECTED ← CORRECT ANSWER**
- (B) To decrease employee workload
- (C) To improve company image
- (D) To reduce costs

Student's Answer: Option A: To attract and retain employees

Correct Answer: Option A: To attract and retain employees

Question 10 of 10

Text Answer Question

How can personnel administration effectively manage workplace diversity?

Student's Answer:

By making sure everyone is treated fairly, included and given equal opportunities to succeed. Diversity training can be given, provide a supportive workplace culture, have open channels and practice fair recruitment practices.

Correct Answer:

By promoting inclusion and providing training on cultural competence and sensitivity

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