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QUESTION 1

Your organization will be using the point factor technique in their evaluations of job performance. You need to communicate what the point factor technique accomplishes as you're the HR Professional for your organization. Which one of the following best describes the point factor technique?

- A. Specific compensable factors are identified and then performance levels within the factors are documented.
- B. Specific compensable factors are identified and then performance levels within the factors are weighted on importance to the employee.
- C. Performance factors are identified by the employee and then performance levels within the factors are weighted based on importance to the organization.
- D. Specific compensable factors are identified and then performance levels within the factors are documented. The different factors and levels are weighted based on importance to the organization.

Correct Answer: D

The point factor technique identifies point of performance based on importance to the organization. Within each point, levels of performance are created. Both levels and points are then weighted based on most important to least important, to determine overall performance of each employee. Answer options C, A, and B are incorrect. These are not valid definitions of the point factor technique.

QUESTION 2

As an HR Professional you must be familiar with several laws and pieces of legislation that affects your practices. What act makes it illegal to discriminate against older workers with respect to benefits or to target older workers for layoffs?

- A. OWBPA
- B. OASDI
- C. HIPAA
- D. MHPA

Correct Answer: A

The OWBPA, the Older Worker's Benefit Protection Act of 1990, made it illegal for a company to discriminate against or target older workers for layoffs. Answer option C is incorrect. HIPAA, the Health Insurance Portability and Accountability

Act, focuses on security and portability of health care coverage and privacy considerations. Answer option D is incorrect. MHPA, the Mental Health Parity Act, prohibits group health plan providers, insurance companies, and HMOs that offer

mental health benefits from setting annual or lifetime dollar amounts on mental health benefits, that are lower than any such dollar limits for medical and surgical benefits.

Answer option B is incorrect. OASDI, the Old Age, Survivors, and Disability Insurance program is also known as Social Security.

QUESTION 3

On November 13, 2000 CFR Part 60-2 was revised to address affirmative action to make the rules more accessible and easier to implement. Which of the following statements is not part of this significant update to the Affirmative Action program in CFR Part 60-2?

- A. Reduced the number of additional required elements of the written Affirmative Action Plan from 10 to 4
- B. Reaffirmed that affirmative action isn't to establish quotas, but to create goals
- C. Granted employers with fewer than 100 employees, permission to prepare a job group analysis that uses EEO-1 categories as job groups
- D. Workforce analysis was replaced with a one-page organizational profile

Correct Answer: C

The update to CFR Part 60-2 was revised and allowed employers with fewer than 150 employees, not 100, permission to prepare a job group analysis that uses EEO-1 categories as job groups. Answer options D, B, and A are incorrect. These statements are part of the CFR Part 60-2 revision.

QUESTION 4

Which one of the following presents the seven stages of internal consulting in the correct order?

- A. Exploring the situation, Gathering data, analyzing, and identifying findings, Gathering agreement to the project plan, Developing recommendations, Implementing, Presenting the findings and recommendations, Reviewing, transitioning, and evaluating the project.
- B. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Presenting the findings and recommendations, Developing recommendations, Implementing, Reviewing, transitioning, and evaluating the project.
- C. Gathering agreement to the project plan, Exploring the situation, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project.
- D. Exploring the situation, Gathering agreement to the project plan, Gathering data, analyzing, and identifying findings, Developing recommendations, Presenting the findings and recommendations, Implementing, Reviewing, transitioning, and evaluating the project.

Correct Answer: D

The seven stages of internal consulting are as follows: 1.Exploring the situation 2.Gathering agreement to the project plan 3.Gathering data, analyzing, and identifying findings 4.Developing recommendations 5.Presenting the findings and recommendations 6.Implementing 7.Reviewing, transitioning, and evaluating the project Answer option B is incorrect. This is not the correct order of the seven stages of internal consulting. Answer option A is incorrect. This is not the correct order of the seven stages of internal consulting. Answer option C is incorrect. This is not the correct order of the seven stages of internal consulting.

QUESTION 5

Virginia is the HR Professional for her organization and she is reviewing the details of the Age Discrimination in Employment Act (ADEA) of 1967. She tells John, one of her staff members, that the ADEA prohibits discrimination on the basis of age for employees and job applicants who are above a certain age. What age does the ADEA apply to employees and job applicants?

- A. 40 and above
- B. 50 and above
- C. 30 and above
- D. All people regardless of their age

Correct Answer: A

The ADEA applies to all people of age 40 and above. There is no cap on the age limit of the ADEA. Answer options D, C, and B are incorrect. The ADEA applies only to people of age 40 and above.

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