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QUESTION 1

You are a HR Professional for your organization and you're coaching Thomas on human resources practices, particularly the role of the HR Professional in strategic planning. You tell Thomas the importance of vision, mission, and values of an organization. Thomas asks what the difference is between vision and mission. Which one of the following best describes the difference between vision and mission for an organization?

- A. A vision is the purpose of a company. A mission is the task the organization aims to accomplish.
- B. A vision describes the future of the organization while a mission describes the goals of the organization.
- C. A vision describes the organization's role, what the organization is, and what the organization may aspire to be. A mission describes what the organization will definitely become.
- D. A vision describes an organization's role, what the organization is, and what the organization wants to become. A mission describes the organization's purpose for being.

Correct Answer: D

Of all the choices, D is the best answer. A vision describes what the organization is and what the organization wants to become in the future. A mission describes why the organization exists. Answer option B is incorrect. This is not the best answer for the difference between a vision and a mission. Answer option C is incorrect. This is not the best answer for the difference between a vision and a mission. Answer option A is incorrect. This is not the best answer for the difference between a vision and a mission.

QUESTION 2

Your organization is using the whole job ranking technique as part of its non-quantitative job evaluation. Which one of the following best describes the whole job ranking technique?

- A. Jobs are ranked from lowest to highest according to the importance that each job holds.
- B. Jobs are reviewed based on the entire performance of the organization in each category.
- C. Jobs are categorized into broad categories or levels.
- D. New jobs are categorized into an existing hierarchy of jobs within the organization.

Correct Answer: A

Job ranking is the process of ranking jobs from lowest to highest, based on importance. Answer option C is incorrect. Job classification creates categories or levels and sorts jobs accordingly. Answer option D is incorrect. This answer actually describes job slotting. Answer option B is incorrect. This isn't a correct definition of whole job ranking.

QUESTION 3

As an HR Professional you must address risk in the work place. There are two general categories of risk: pure risk and business risk. Which one of the following is an example of pure risk?

- A. Loss of investment

- B. Loss of life or limb
- C. Safety training for workers in construction
- D. Fines and penalties for breaking regulations

Correct Answer: B

Pure risks are events such as the loss of life or limb, someone getting hurt, fire, or theft. Pure risks never have an upside, like business risks do.

Answer option D is incorrect. Fine and penalties are the consequences, or impact, of either business risks or pure risks.

Answer option A is incorrect. The loss of investment is an example of a business risk. For example, when you invest in the stock market you could make money or lose money. Answer option C is incorrect. Safety training for workers in construction is actually an example of the risk response avoidance.

QUESTION 4

Holly is the HR Professional for her organization and she's examining the type of exemptions for computer employees. What is the minimum rate that the computer employee must earn to be considered exempt?

- A. \$27.63 per hour
- B. \$17.03 per hour
- C. \$45.33 per hour
- D. \$31.23 per hour

Correct Answer: A

To qualify for the computer exemption status, the computer employee must earn, if paid on an hourly salary, no less than \$27.63 per hour. Answer options C, B, and D are incorrect. These are not valid answers for this question as the computer employee must earn no less than \$27.63 per hour.

QUESTION 5

You are a HR Professional for your organization. You and your supervisor are reviewing the EEO reporting requirements for your company to comply with the reports your firm should file. Which report is collected on odd-number of years from state and local governments?

- A. EEO-4 Report
- B. EEO-1 Report
- C. EEO-5 report
- D. EEO-3 Report

Correct Answer: A

The EEO-4 Report, formally known as the state and local government report, is collected on odd years.

Answer option B is incorrect. The EEO-1 Report is collected yearly for firms with 100 or more employees. It reports the race, ethnicity, gender, and job distribution of the organization. Answer option D is incorrect. EEO-3 Report, formally

known as the Local Union Report, is collected on even years. Answer option C is incorrect. This report, formally known as the Elementary- Secondary Staff Information Report, is collected by the EEOC, the Office for Civil Rights, and the

national Center for Education Statistics of the Department of Education. It is collected on even- number of years for school districts with 100 or more employees.

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