

## PHR<sup>Q&As</sup>

Professional in Human Resources

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**QUESTION 1**

Which of the following is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and help them re-orientate to the job market?

- A. Duty of diligence
- B. Exit interview
- C. Utility function
- D. Outplacement

Correct Answer: D

Outplacement is a term used to describe efforts made by a downsizing company to help former employees through the transition to new jobs and help them re-orientate to the job market. Answer option C is incorrect. The utility function is a

term that describes the exact amount of risk an organization is willing to tolerate.

Generally, the higher the priority of the thing that the risk is affecting, the lower the risk tolerance. Answer option A is incorrect. The common law term duty of diligence describes an employee's responsibility to act with reasonable care and

skill for the employer. This is part of the employee- employer payment contract.

Answer option B is incorrect. An exit interview is conducted by HR department before an employee leaves the company.

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**QUESTION 2**

What is the compa-ratio for an employee that earns \$75,000 per year, but the midpoint for the role is \$85,000 per year?

- A. \$10,000 difference
- B. 1:88
- C. 113 percent
- D. 88 percent

Correct Answer: D

The compa-ratio helps organizations determine how closely an employee's pay is in synch with market. You must also consider the length of employment, service, skills, and other factors in the decision for compensation. The ratio is found by

dividing the employee's salary (\$75,000) by the midpoint for the role (\$80,000) for the ratio of 88 percent. Answer option C is incorrect. 113 percent is the inverted formula by dividing \$80,000 by \$75,000. Answer option A is incorrect. \$10,000

is the difference of the two values, but this isn't the compa- ratio.

Answer option B is incorrect. This isn't a valid figure for the question.

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**QUESTION 3**

Holly is an HR Professional for her organization and she's creating a new application for employee candidates. On Holly's application form which item is allowed?

- A. Race
- B. Gender
- C. Request for background check
- D. Sexual orientation

Correct Answer: C

Of all the choices only C is allowed. Organizations may request permission to complete a background check on an applicant. Answer options B, A, and D are incorrect. Holly cannot ask the gender, race, and sexual orientation of the employee candidate.

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**QUESTION 4**

There are seven stages of internal consulting that a HR Professional must be familiar with. Consider this scenario: Mark is a HR Professional for his organization. He is meeting with Tammy and Tammy's supervisor Eric to learn about a conflict between Tammy and Eric. Mark wants to understand both parties before addressing the scenario. Which of the seven stages is Mark, Tammy, and Eric participating in?

- A. Developing recommendations
- B. Implementing
- C. Exploring the situation
- D. Gaining agreement to the project plan

Correct Answer: C

Mark is first exploring the situation to determine how best to address the concerns of Tammy and Eric.

Answer option A is incorrect. Mark, Tammy, and Eric are not developing recommendations; all parties are seeking to best understand the situation first. Answer option D is incorrect. Mark has not made a recommendation, so no project plan

has been developed.

Answer option B is incorrect. At this point Mark is facilitating the meeting to explore the situation, and not implementing the project plan.

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**QUESTION 5**

As an HR Professional you must be familiar with several acts of congress, laws, and regulations that address risks in the workplace. Which of the following laws was the first to establish consistent safety standards for workers?

- A. Mine Safety and Health Act
- B. USA Patriot Act
- C. Occupational Safety and Health Act
- D. Homeland Security Act

Correct Answer: C

The Occupational Safety and Health Act, 1970, was the first law to address occupational safety risks in the workplace. This act is also known as OSHA.

Answer option B is incorrect. The USA Patriot Act, 2001, addresses national security against terrorism.

Answer option A is incorrect. The Mine Safety and Health Act, 1977, addresses safety specifically of workers in mines.

Answer option D is incorrect. Homeland Security Act, 2002, addresses awareness and prevention for American's security.

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