

Name _____

Business Explorations HR Review Sheet

Match the following terms with their definitions

	TERMS	ANSWER	DEFINITION
A	Compressed Workweek		Training on equipment that is like that of the real equipment you will use on the real job
B	job description		Evaluation of employees that helps determine raises, promotions, or firings
C	flex time		introduces the company to the new workers
D	job simulation		sick-leave pay, vacation pay, pension plans and health benefits
E	Contingent Workers		freedom to choose what hours you work as long as you put in the required amount of time
F	Orientation		working four, ten hour days
G	Performance appraisal		part-time, co-op students, interns, seasonal workers and temporary workers
H	fringe benefits		Set of activities used to get the right people at the right time
I	recruitment		summary of the objectives of the job, type of work to be done and responsibilities involved

Fill in the blank and short answer:

1. A training program where the employee begins working and learning at the same time at the workplace is _____.
2. When hiring a new employee, companies can look either _____ or _____.
3. Workers who are not full-time employees of a company who do not receive benefits of the company and only work for the company for a certain period of time are called _____ workers.

4. OJT stands for _____ the _____
_____.
5. _____ training is training done in schools using equipment similar to that on the job.
6. List three types of decisions that are made based on performance appraisals:
 - a.
 - b.
 - c.
7. What is the most popular pay system?
8. The “golden handshake” is used on employees who are close to _____.
9. When an employee quits or is fired they must have an _____ interview with someone in HR.

True/False:

	1. One of the most recent problems with staffing is that there are less and less qualified people in the workforce.
	2. Performance standards do not need to be communicated to employees, only the managers need to know what is expected of the employees.
	3. Flex time plans are popular with employees because you get to work less hours a week.
	4. One reason why companies use early retirement plans is to increase morale among the younger workers who are still at the company.
	5. A popular question when you are interviewing is: “Where do you see yourself in five years?”