



Damietta University
Faculty of commerce

Training and Developing Human Resources

Fourth year
2024-2025

Final Exam
2 Hour
70 Marks

Model (2)

Choose the correct answer and shadow its corresponding circle in your answer sheet.

1. In most organizations, Who is primarily responsible for appraising an employee's performance?

- A) employee's supervisor. B) company appraiser.
C) HRM D) employee's subordinates.

2. Providing a trainee with a written description of an organization problem to analyze it and find a solution is Training technique.

- A) Role play. C)informal learning. C)case study. D)Behavior modeling.

3. Managers can manage informal learning.

- A) True. B)False.

4. means providing new employees with the information they need to function.

- a) Orientation. b) training. c)Appraisal. d) a and b.

5. focus on identifying the training that employees will need to fill new future jobs.

- a) Orientation. b) Task analysis.
c) Strategic training needs. d)performance analysis.

6. Analyzing current employees training needs is more complex than those of new employees.

- a) True. b)False.

7. Which function of the management process require a manager to establish goals and standards and to develop rules and procedure?

- A) Planning. B) organizing. C) Staffing D) Leading.

8. Since human resources is important to all managers, which is NOT a personnel mistake a manager wants to avoid making while managing?

- A) Waste time with useless interviews. B) hire the wrong person.
C) have your people not doing their best. D) experience low turnover.

9. is the right to make decisions, to direct the work of others, and to give orders.

- A)Leadership. B)Authority. C) Management. D)Responsibility.

10. In most organizations, HR managers are characterized as, who assist and advice in areas like recruiting, hiring, and compensation.

- A) Staff managers, Line managers. B)Line managers, middle managers.
C) Line managers, staff managers. D) Functional managers, staff managers.

11. One of the Function of human resources manager includes directing the activities of his subordinates in the HR department.

- A)Coordinative B) Cooperate. C)Staff. D) Line.

12. All of the following are major areas in which an HR manager assists and advises line managers EXCEPT.....

- A) Recruiting. B) Hiring. C)strategic business planning. D)compensation.

13. The HR staff member who has the job of advising management on all aspects of union-management aspects is the

- A) Recruiter. B) Line Manager.
C) Compensation manager. D) Labor relations specialist.

14. All of the following are examples of HR specialties EXCEPT.....

- A) Job analyst. B) Financial advisor.
C) Compensation manager. D) Labor relations specialist.

15. Effective appraisal begins with defining the employees' job and performance criteria.

- A) True. B)False.

16. The last step in the process of performance appraisal is

- A) Setting performance standards. B) Measuring actual performance.
C) Providing feedback to employees. D)Taking corrective actions.

17. Evaluating current employees' performance can be done using

- a) Interview with the employee. B) performance appraisal.
c) tests of knowledge and skills. D) All of the above.

18. It is common to hire inexperienced personnel and train them, specifically lower-level workers.

- a) True. b)False.

19. The simplest and most popular method for appraising performance is

- A) graphical rating scale. B) Alternation Ranking Method.
C) Management by objectives. D) Electronic performance monitoring.

20. The basic functions of the management process include all of the following EXCEPT

- A) Planning. B) Organizing. C) Outsourcing. D) Leading.

21. is the process of evaluating employee's current performance relative to standards.

- A) Performance deficiencies. B) Training effectiveness.
C) Orientation. D) Performance appraisal.

22. means that trainees must believe they have the capacity to succeed.

- A) self-worth. B) Self-efficacy. C) Self-motivation. D) None of the above.

23. specify in measurable terms what the trainee should be able to accomplish after successfully completing training program.

- A) Learning objectives. B) Training objectives.
C) Instrumental objectives. D) HR objectives.

24. ABC organization failed to provide adequate safety training to one of its employees. As a result, the employee harmed a customer. A court find ABC organization liable for

- A) Training. B) orientation. C) neglect training. D) Appraisal.

25. The primary purpose of providing employees with feedback during a performance appraisal is to motivate employees to

- A) apply for managerial positions. B) reduce performance deficiencies.
C) revise their performance standards. D) enroll in work-related training programs.

26. Performance appraisal is important for all of the following EXCEPT.....

- A) Assigning doable goals. B) A base for pay and promotion.
C) Facilitate career planning. D) identify employees training.

27. OJT includes all of the following except

- A) Special assignment. B) coaching. C) job rotation. D) Roleplaying.

28. The most familiar on the job training is job rotation.

- A) True. B) False.

29. Do a tryout is the step in the OJT process.

- A) Second. B) Third. C) Fourth. D) Fifth.

30. includes a combination of formal learning and long-term OJT.

- A) Behavior modeling. B) Role modeling.
C) case study. D) Apprenticeship training.

31. Training can be useful solution for employees' whose performance deficiencies due to weak motivation.

- A) True. B) False.

32. setting learning objectives is conducted while developing the training program.

- A) True. B) False.

33. Which of the following terms refers to helping new employees appreciate the values and culture of a firm?

- A) Onboarding. B) Outsourcing. C) organizing. D) offshoring.

34. Means making sure that the manager and subordinate agree on the subordinate's job standards and the appraisal method to be used.

- A) SMART goals. B) Organizational development.
C) Defining the job. D) performance management.

35. Employee performance appraisals are conducted by all of the following EXCEPT.....

- A) Peers. B) Competitors C) Subordinates. D) Rating Committees.

36. Performance Management

- A) is a continuous process. B) Conducted once a year.
C) is better conducted semi-annual. D) B or C.

37. Which of the following terms refers to a performance appraisal based on surveys from peers, supervisors, subordinates, and customers?

- A) 360-degree feedback. B) team appraisal.
C) rating Committee. D) Appraisal by subordinates.

38. A Performance appraisal is based on the assumption that an employee understood what his or her performance standards were prior to the appraisal.

- A) True. B) False.

39. 360-degree feedback is generally used for development purposes rather than for pay increases.

- A) True. B) False.

40. It is familiar for organizations to use the competencies and skills the job requires as a base for appraising employees.

- A) True. B) False.

----- End of Questions -----

All of my best wishes, -----