

# INSTITUTE OF ECONOMICS AND MANAGEMENT

Department of management of foreign economic activity

CLAIM

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«\_\_\_\_\_» \_\_\_\_\_

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MODUL TESTS

by discipline «Human resource management»

Are developed \_\_\_\_\_ Prof.

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# TESTS

1. The authority is:
  - a) standard of behavior, a set of moral rules of the social community;
  - b) the official rights and duties are officially granted;
  - c) the influence of the individual based on the post held by him;
  - d) impression which the organization and its employees render on people.
2. The power is:
  - a) the body, the structure of which depends on the behavior of each employee;
  - b) promotion on the job;
  - c) the ability and the opportunity to have some impact on the activity and behaviour of people through various means;
  - d) standards of conduct, a set of moral rules of social community.
3. The group is:
  - a) the social element of the system;
  - b) certain order of group of people;
  - c) specific community of the people involved in typical forms of activity and united with system of the relations;
  - d) the action area is equipped with technical means.
4. Ethics is:
  - a) freedom of activity as successful work;
  - b) adaptations of workers to conditions of the external and internal environment;
  - c) rule of behavior, a set of moral rules of social community;
  - d) impression which the organization and its employees make on people.
5. The ability is:
  - a) ability is correct to organize the personal behavior;
  - b) real condition of interaction of people as participants of joint activity;
  - c) individual and psychological features of the person that is the prerequisite of successful performance of a certain activity by it;
  - d) the influence of the individual based on the post held by he.
6. The image is:
  - a) promotion on the job;
  - b) skills to work;
  - c) impression which the organization and its employees make on people;
  - d) standards of conduct, a set of moral rules of social community.
7. A leader is:
  - a) the person, which combines the features of human and individually unique;
  - b) specific person, carrier of consciousness and owner of a certain status;

- c) the person to whom functions of management of establishment are officially assigned;
- d) the worker, whose brainwork differs in professional pithiness.

8. Sociability is:

- a) adaptations of workers to conditions of the external and internal environment;
- b) the relationship between employees and employers;
- c) a personality characteristic, which manifests itself in the ability to establish contacts, communicate;
- d) system of the principles, norms and methods of impact on subordinates for the purpose of effective implementation of administrative activity and achievement of goals.

9. The conflict is:

- a) temporary organized by the suspension of work;
- b) a combination of factors contributing to successful activity;
- c) the clash of opposing views, interests and actions of individuals and groups;
- d) the process of determining objectively necessary expenses.

10. Leadership is:

- a) a system of principles, norms and practices impact on subordinates for the effective implementation of management activities and goals;
- b) the form of interaction of the person with the environment
- c) relationships of domination and subordination, power and respect in the system of relations in the group;
- d) the official rights and duties are officially granted.

11. The manager is:

- a) the person, which combines the features of human and individually unique;
- b) the official, submits to the senior on a position;
- c) the person who organizes specific employees, guided by modern methods;
- d) the influence of the individual based on the post held by he.

12. The motivation is:

- a) the relationship between employees and employers;
- b) increasing the knowledge, abilities, skills;
- c) the set of causes of a psychological nature, which will govern the behavior and actions of a person;
- d) an act of generating the sequence of actions that result in the achievement of specific goals.

13. Personality is:

- a) the official submits to the senior on a position;
- b) the worker, whose brainwork differs in professional pithiness.

- c) the person, which combines the features of human and individually unique;
- d) the person who organizes specific employees, guided by modern methods.

14. Decision-making is:

- a) the process of adaptation of workers to the conditions of the external and internal environment;
- b) the relationship between employees and employers;
- c) an act of generating the sequence of actions that result in the achievement of specific objectives;
- d) standards of conduct, a set of moral rules of social community.

15. Professional suitability is:

- a) advance of the worker on steps of office hierarchy;
- b) the process of adaptation of workers to the conditions of the external and internal environment;
- c) set of the mental and psychological features of the person necessary and sufficient for achievement by it in the presence of special knowledge and abilities of the accepted efficiency of work;
- d) a system of principles, norms and practices impact on subordinates for the effective implementation of management activities and goals.

16. Style of the management is:

- a) a combination of factors contributing to successful activity;
- b) the form of interaction of the person with the environment;
- c) a system of principles, norms and practices impact on subordinates for the effective implementation of management activities and goals;
- d) the relationship between employees and employers.

17. The stress is:

- a) temporary organized by the suspension of work;
- b) the resulting discrepancy between the parties;
- c) the emotional state of a person, arising under the action of strong stimuli and is manifested in strained;
- d) a combination of factors that affect the human body.

18. Temperament is:

- a) the candidate according to specific positions;
- b) ability to work;
- c) the specific features of the person which are shown in force, stability of her moods;
- d) the set of stable individual personality traits, manifested in the activities and fellowship.

19. The term "temperament" was introduced to distinguish people from each other:

- a) Hippocrates;
- b) I. P. Pavlov;
- c) S. L. Rubinstein;
- d) Henri Fayol.

20. Management relations is:

- a) the process of determining objectively necessary expenses;
- b) system of the reasonable actions directed on rational use of labor;
- c) the relationship between object and subject, between managers and subordinates;
- d) function of management.

21. Character is:

- a) particular person, the bearer of consciousness and the owner a certain status;
- b) the form of interaction of the person with the environment;
- c) the set of stable individual personality traits, manifested in communication;
- d) the emotional state of a person, arising under the action of strong stimuli and is manifested in intense.

22. The certification is:

- a) increase of knowledge, abilities, skills;
- b) promotion on the job;
- c) special complex assessment of compliance to requirements of a position;
- d) the rule of conduct, a set of moral rules of social community.

23. Adaptation is:

- a) system of the relations of submission of the lowest on a position to the highest;
- b) increase of knowledge, abilities, skills;
- c) the process of adaptation of workers to the conditions of the external and internal environment;
- d) function of management.

24. Personnel management is:

- a) activities for employment;
- b) the procedure of collecting and analyzing information about the content of the work;
- c) function of management;
- d) a type of occupations within one profession.

25. Personnel policy is :

- a) increase of knowledge, abilities, skills;
- b) the relationship between employees and employers;
- c) system management solutions, which provide the mechanism of personnel management;

d) promotion on the job.

26. The staff is :

- a) particular person, the bearer of consciousness and the owner a certain status
- b) the worker, whose brainwork differs in professional pithiness;
- c) the personnel of the organization for their professional or official signs;
- d) the available working population.

27. Determination of the maximum allowable amount of time to perform a specific job or maintenance in the context of this enterprise is:

- a) the system of remuneration;
- b) certification of workplaces;
- c) labor regulation;
- d) the service time of a workplace.

28. The sequence of various steps offered by the organization (positions, workplaces) which the employee can pass is:

- a) areer;
- b) vocational guidance;
- c) the system office of professional advancement;
- d) certification.

29. The price of labor resources, which operate in the production process is:

- a) motivation;
- b) cost;
- c) wages;
- d) quality of work.

30. The definition of productive, social and personal characteristics of work with the aim of improving productivity is:

- a) control;
- b) monitoring;
- c) analysis of production operations;
- d) environmental analysis.

31. A concise expression of the basic tasks that require skills and powers of various posts is:

- a) professiogram;
- b) characteristic;
- c) work planning;
- d) duty regulations.

32. The process of encouraging yourself and others to work towards the overall goals of the organization is:

- a) promotion;
- b) motivation;

- c) remuneration;
- d) award.

33. The concept of labor productivity includes:

- a) the cost of socially necessary labor to produce a unit of output;
- b) costs of living labor to produce a unit of output;
- c) the capacity per unit of working time to create a certain amount of consumer value;
- d) the amount of labour expended.

34. The level of productivity characterizes:

- a) capital productivity, capital intensity;
- b) output per worker;
- c) the complexity of the products;
- d) the intensity of labor.

35. For piece-rate form of remuneration typical earnings in accordance with:

- a) the quality of manufactured products;
- b) the quantity of produced goods;
- c) the number of services provided;
- d) salary.

36. For time-based forms of remuneration typical earnings in accordance with:

- a) with the amount manufactured (processed) products;
- b) the amount of time worked;
- c) to the quantity of services provided;
- d) the quality of manufactured products.

37. A lumpsum payment of labor is characterized by:

- a) the increase in the number of produced goods;
- b) improvement of product quality;
- c) saving time when performing the task;
- d) improving utilization of fixed assets.

38. The tariff system of remuneration of an employee includes:

- a) tariff rate, tariff;
- b) tariff rates, tariff and qualification reference book;
- c) the tariff rate, tariff, tariff qualification guide, regional coefficient;
- d) salaries, bonus provisions, tariff and qualification reference book.

39. The organization is:

- a) a group of people whose activities are consciously coordinated towards a common goal or goals;
- b) a group of people that perform certain functions for the common goal of the enterprise;
- c) a group of people united by the head (or heads) to perform certain tasks;

d) the labor collective of the enterprise.

40. It is advisable to have the position of “Manager, human resources and payroll” in organizations where the number of employees:

- a) more than 100 people;
- b) 50 or more persons;
- c) more than 15 persons;
- d) when any number of staff.

41. Basic functions of HR Manager and payroll is:

- a) planning, organization, control, motivation;
- b) planning, control, coordination, motivation;
- c) planning, organization, control, motivation, coordination;
- d) the organization, control, motivation;

42. The job of the HR Manager and the salary is determined:

- a) a state policy and legislative acts;
- b) the personnel policies of the organization and goals of the HR management system;
- c) the personnel policies of the organization and legislative acts;
- d) personnel policies of the organization, legislative acts and objectives of the personnel management system.

43. Workers are:

- a) workers who independently make production, having secondary or vocational education;
- b) the workers who are carrying out preparation and paperwork, the account and control;
- c) workers who perform technical and economic works, have the higher education and are capable to make extraordinary decisions;
- d) the persons holding senior positions have the higher education and necessary organizing abilities.

44. Employees are:

- a) workers who independently make production, having secondary or vocational education;
- b) the workers who are carrying out preparation and paperwork, the account and control;
- c) workers who perform technical and economic works, have the higher education and are capable to make extraordinary decisions;
- d) the persons holding senior positions have the higher education and necessary organizing abilities.

45. Heads are:



- a) workers who independently make production, having secondary or vocational education;
- b) the workers who are carrying out preparation and paperwork, the account and control;
- c) workers who perform technical and economic works, have the higher education and are capable to make extraordinary decisions;
- d) the persons holding senior positions have the higher education and necessary organizing abilities.

46. Specialists are:

- a) workers who independently make production, having secondary or vocational education;
- b) the workers who are carrying out preparation and paperwork, the account and control;
- c) workers who perform technical and economic works, have the higher education and are capable to make extraordinary decisions;
- d) the persons holding senior positions have the higher education and necessary organizing abilities.

47. By the nature of the labor jobs are:

- a) manual, mechanized, automated;
- b) specialized and versatile;
- c) individual and brigade;
- d) unit, batch, mass

48. The degree of division of labour jobs are:

- a) manual, mechanized, automated;
- b) specialized and versatile;
- c) individual and brigade;
- d) unit, batch, mass.

49. By type of production jobs are:

- a) manual, mechanized, automated;
- b) specialized and versatile;
- c) individual and brigade;
- d) unit, batch, mass.

50. Scientific organization of labor is:

- a) the expression measures of labor, which involves designing the work process;
- b) the indicators, which determine the labor saving and productivity improvement;

- c) the system of technical, economic, organizational and educational activities, the implementation of which ensures the achievement of high production efficiency.
- d) the technical basis for the rational organization of production.

51. Labor regulation is:

- a) the expression measures of labor, which involves designing the work process and determining its required length;
- b) the indicators, which determine the labor saving and productivity improvement;
- c) the system of measures, the implementation of which ensures the achievement of production efficiency.
- d) the technical basis for the rational organization of production.

52. Human resources is:

- a) the sum total of the working-age population and pensioners and young people who are working;
- b) the element of labor process providing processing of objects of the labor by labor in the final product;
- c) the sum total able-bodied population of the country;
- d) employees who self-manufacture products with secondary or special education.

53. The labor is:

- a) the sum total of the working-age population and pensioners and young people who are working;
- b) the element of labor process providing processing of objects of the labor by labor in the final product;
- c) the sum total able-bodied population of the country;
- d) employees who self-manufacture products with secondary or special education.

54. Personnel policies are:

- a) the company's Director, shop Manager, head of HR, HR Manager and payroll;
- b) director of the enterprise, chief and inspector of department, HR manager and salary;
- c) all employees of the enterprise;
- d) director, personnel manager, HR manager and salary.

55. Need of personnel policy for the enterprise is defined:

- a) labour legislation;
- b) market conditions and labour legislation;
- c) in international events, market conditions and labour legislation;

d) market conditions.

56. Managing human resources in the enterprise is the impact on:

- a) collective;
- b) worker;
- c) head;
- d) collective and worker.

57. Specify the reasons which are reasonable at refusal in employment:

- a) the person reached a retirement age;
- b) pregnancy of the woman makes 8 weeks;
- c) the woman has a child aged till 1,5 years;
- d) the woman has a child aged till 3 years.

58. What legal norms can be referred to the basic principles of the labor law?

- a) the employer has to pay a salary in due time;
- b) the employer has the right to worsen a legal status of the worker of rather current legislation;
- c) the worker has the right for holiday in any time period, convenient for it;
- d) all answers are correct.

59. Which of the following actors are employer at the conclusion of the contract with the employee?

- a) enterprise, institution;
- b) head, owner;
- c) organization or natural person;
- d) enterprise, institution, organization, natural person.

60. That refers to the legal principles of the employment contract?

- a) independent work in personal subsidiary farm or performance of different types of works depending on need;
- b) performance of work of a certain look;
- c) performance of work in collective;
- d) all answers are right.

61. In what cases it is impossible to recognize refusal in employment reasonable?

- a) in connection with dismissal from the previous place of work for violation of labor discipline;
- b) due to the lack of vacancies at the enterprise;
- c) due to the lack at the applicant of the qualities necessary for performance of work;
- d) due to the lack at the applicant of necessary education.

62. Than the labor contract differs from the employment contract?

- a) doesn't differ;

- b) the labor contract is aimed at providing conditions for identification of an initiative of the worker, considering his specific features;
- c) the contract consists only in writing and the sphere of its action is defined by the law;
- d) the labor contract is directed on increase of mutual responsibility of the parties and social security of the worker.

63. What features of the employment contract with temporary employees?

- a) to temporary employees at employment the trial period isn't established;
- b) special conditions of cancellation of the employment contract at the initiative of the worker;
- c) additional conditions of cancellation at the initiative of the owner or the body authorized by it;
- d) to temporary employees at employment the trial period isn't established and special conditions of cancellation of the employment contract at the initiative of the worker are established.

64. What features has the labor contract, which was concluded with seasonal workers?

- a) the contract is for a definite period and to perform certain types of work;
- b) b) if the hiring is not set probation period;
- c) C) special conditions of termination of the labour contract at the initiative of the employee;
- d) g) additional conditions of termination at the initiative of the owner or the authorized body;

65. Direct restrictions at employment are set by the legislation?

- a) the minimum age from which employment – is allowed 15 years;
- b) the minimum age from which employment – is allowed 15 years (with the consent of parents);
- c) for pupils in time, free from occupations, – since 13 years;
- d) for pupils in time, free from occupations, – since 12 years;

66. In what cases it is possible to release workers without consent of trade-union body?

- a) in case of liquidation of the enterprise;
- b) as a result of unsatisfactory result of the test caused at employment;
- c) in case of dismissal of the worker who isn't the member of the trade-union organization;
- d) all answers are right.

67. Union leaders announced a strike without holding a General meeting of workers and has not notified the management. Right to the action and not exceeded the powers of the Union?

- a) actions are illegal, the powers are exceeded;
- b) actions lawful, authority is exceeded;
- c) misconduct, credentials are not exceeded;
- d) actions lawful, authority is not exceeded;

68. According to the law, in Peresvetov and non-working days duration of employment of workers was reduced:

- a) for one hour at five-day, and at six-day working week.
- b) for two hours at five-day, and at six-day working week.
- c) for one hour at five-day, for two hours at six-day working week.
- d) it isn't reduced.

69. When working at night set the duration of the shift:

- a) is reduced by one hour;
- b) decreases by 2 hours;
- c) is not reduced;
- d) is reduced by a term, which establishes the owner of the company .

70. Night is the time:

- a) 22-6;
- b) 23-6;
- c) 24-6;
- d) 23-7.

71. Not allowed to work at night:

- a) pregnant women;
- b) women with children under the age of 3 years;
- c) persons under 18 years of age;
- d) all answers are correct.

72. In the register of working time should be noted as truancy:

- a) the absence of more than hours without a valid reason;
- b) absence of more than 2 hours without a valid reason;
- c) absence of more than 3 hours without a valid reason;
- d) absence of more than 4 hours without a valid reason.

73. The limiting rules of lifting heavy things for women are:

- a) 10 kg, with ceredwen with other work (up to two times per hour);
- b) 10 kg, with ceredwen with other work (up to three times per hour);
- c) 15 kg, with ceredwen with other work (up to two times per hour);
- d) 15 kg, with ceredwen with other work (up to three times per hour);

74. Women cannot work at night and work on weekends if they have children:

- a) up to two years;
- b) up to three years;
- c) up to four years;

d) up to six years.

75. To do at night is prohibited to persons under the age of:

- a) 18;
- b) 19 years;
- c) 16;
- d) 15 years.

76. In case of refusal in employment of citizens within the quota of the company for each refusal a penalty:

- a) ten times neobladder minimum incomes of citizens;
- b) twenty times neobladder minimum incomes of citizens;
- c) fifty times neobladder minimum incomes of citizens;
- d) hundred times neobladder minimum incomes of citizens;

77. Experts recommend planning exercise at:

- a) two stages;
- b) three stages;
- a) four stages;
- d) depending on the destination plans.

78. The main sources of manpower should include:

- a) staffing agencies;
- b) personal contacts with naykrashymy workers in your area;
- c) ads in newspapers and on bulletin boards;
- d) all answers are correct.

79. Disclaimer candidates that do not meet the requirements of the vacancy shall be filled:

- a) prior to this position was occupied by the respective candidate;
- b) after this post was occupied by the respective candidate;
- c) Peel, as appropriate candidate given workbook employer;
- d) after appropriate candidate stood the test period.

80. Workplace - is:

- a) Area of work;
- b) The area of work in which employees perform their functions;
- c) the area of employment, the equipment appropriate equipment;
- d) the right answer b) and c).

81. What advice should use when planning workplace specialist?

- a) a table placed parallel to the window, which must be located in front of the employee
- b) a table placed parallel to the window, which must be located behind employee
- c) the table is placed perpendicular to the window to light falling from the left
- d) a table placed perpendicular to the window to light falling from right

82. What advice should use when planning workplace specialist?

- a) is not recommended to cover tables or glass cloth
- b) is not recommended tables covered with paper
- c) is not recommended to equip secondary tables made
- d) all answers are correct

83. Which of the statements is true? Business clothes and style of dress -

- a) depends on the environment in which nadlezhyt act depends on its potential partners
- b) depends on the environment in which shall act does not depend on its potential partners
- c) does not depend on the environment in which shall act depends on its potential partners
- d) does not depend on the environment in which shall act does not depend on its potential partners

84. Incentive - is:

- a) function prompting the worker to work
- b) the form of wages
- c) the remuneration system
- d) the remuneration payable to the worker for the work performed

85. Wages - is:

- a) function prompting the worker to work
- b) the form of wages
- c) the remuneration system
- d) the remuneration payable to the worker for the work performed

86. When the productivity or less the same amount of labor acquires the ability to produce:

- a) fewer products

- b) more products
- c) the same amount of product
- d) greater or the same quantity of products

87. The tariff system –

- a) a set of standards by which differentiation and the regulation of wages of different groups of workers
- b) form of payment
- c) the wage system
- d) the monetary remuneration payable to the employee for work performed

88. That applies to the basic standards, which are included in the tariff system?

- a) tariff grid
- b) tariff rates
- c) the tariff-qualifying directories
- d) all answers are correct

89. The calculation of regulatory assets wage can be carried out analytical and

- a) Incremental methods
- b) leveling methods
- c) polling methods
- d) expert methods

90. Determine the total earnings for the piece-progressive system, if the worker performed monthly rate of 110%. Earnings on direct piece-rates 210 USD. The starting rate - 105% increase in direct piece-rate prices, which is set on a scale of progressive payments 1.5.

- a) 315 UAH
- b) 224.32 UAH
- c) 225.75 UAH
- d) 556.50 UAH

91. A worker at the hourly wage hourly rate of 2.50 UAH fulfilled within a month of 170 hours. Calculate his monthly earnings

- a) 425 UAH
- b) 278.38 UAH
- c) 340 UAH
- d) 193.98 UAH



92. What are the different types of hourly wage?

- a) Easy, hourly-bonus
- b) the accountant, hourly-bonus of normalized costs
- a) easy, accountant, hourly-bonus, hourly-bonus of normalized costs
- d) Easy, hourly-bonus, accountant

93. The social environment form:

- a) staff organization
- b) social infrastructure
- c) the factors of quality of working life
- d) all answers are correct

94. What are the factors influencing the social environment are common?

- a) the socio-economic situation
- b) mental state of society
- c) social policy
- d) all answers are correct

95. The basic organizational principles of social security:

- a) Insurance
- b) providing
- c) help
- d) all answers are correct

96. Law of Ukraine "On pensions" are defined:

- a) pension
- b) the types of pension provision
- a) the conditions, rules and procedure pensions
- d) the correct answers and be.

97. Pensions and other social benefits that are the principal sources of subsistence shall ensure a standard of living:

- a) below the subsistence minimum established by law
- b) the subsistence minimum established by law
- c) not lower than the subsistence minimum established by law
- d) above the subsistence minimum established by law

98. What kind of pension payments may be made from the pension fund?

- a) pension age
- b) disability pension as a result of general illness
- c) in connection with pension survivor

d) all answers are correct

99. Termination of employment contract is valid the following conditions:

- a) the reasons for termination of employment contract stipulated by law
- b) a procedure performed on a specific exemption requirement
- c) the suspension of existing legal fact of employment
- d) all answers are correct

100. Who has the right to be left pryvilehiyne termination for redundancy?

- a) workers with higher skills and productivity
- b) workers with a greater overall experience
- c) workers with more continuous work experience in the enterprise
- d) correct answers a) and c)

101. In that period must pay to laid-off workers?

- a) day release
- b) 1 day before release
- c) during the month of release
- d) at the discretion of the employer, ie. as the terms are not defined by law.

102. Training - is:

- a) development of certain skills
- b) the development of knowledge and ideas
- a) the use of experiences and education for individual growth
- d) correct answers a) and b)

103. Education - is:

- a) development of certain skills
- b) the development of knowledge and ideas
- a) the use of experiences and education for individual growth
- d) correct answers a) and b)

104. Development Officer - is:

- a) development of certain skills
- b) the development of knowledge and ideas
- a) the use of experiences and education for individual growth
- d) correct answers a) and b)

105. Retraining involves obtaining:

- a) the second working profession for workers or other specialties for employees
- b) the first working profession for workers or other specialties for employees
- a) the second working profession for specialty workers abopershoyi for employees
- a) The first working profession for workers or the first specialty for employees

106. How is the evaluation of the effectiveness of training?

- a) the number of learners
- b) comparing the results of studies with objectives that were set using established criteria
- c) the number of money spent on education
- d) all answers are correct

107. The right of workers to annual basic leave and additional leave full length in the first year following the:

- a) 6 months continuous operation of the organization
- b) 11 months of continuous operation of the organization
- c) 6 months total work experience
- d) 11 months of general work experience

108. Minimum vacation in Ukraine is:

- a) 24 calendar days
- b) 28 calendar days
- c) 30 calendar days
- d) 28 working days

109. If you pay leave average daily earnings calculated on the basis of gross wages and salaries:

- a) three calendar months preceding the month in which the leave is granted
- b) 6 calendar months preceding the month in which the leave is granted
- c) 12 calendar months preceding the month in which the leave is granted
- d) 9 calendar months preceding the month in which the leave is granted

110. Guarantees of annual paid leave to workers working in the private entrepreneur provided

- a) oral agreement between the parties

- b) contract
- c) resolution of the local government
- d) labor contract

111. When a worker taken to work filled with personal card:

- a) personally worker
- b) an employee of the personnel department
- c) the future leaders of worker
- d) the personnel manager

112. Persons stored cards:

- a) worker
- b) the company manager
- c) the head worker
- d) the personnel department

113. Persons infest the case of:

- a) materially responsible persons
- b) heads of all ranks
- c) specialists
- d) all answers are correct

114. The registration book of orders for the accounting staff kept:

- a) always
- b) 1 year
- c) 3 years
- d) 5 years

115. All records are entered in the workbook:

- a) the issuance of the order;
- b) after issuance of the order;
- c) on the day of publication of the order
- d) day release or transfer to another position

116. Personnel requirements include the following parameters:

- a) the ability
- b) properties
- c) motivational factors

d) all answers are correct

117. The main objects of analysis of the external labor market:

- a) ways to cover staffing needs
- b) behavior of competitors in the labor market
- c) labor costs
- d) all answers are correct

118. Traditionally isolated:

- a) two forms of communication;
- b) three forms of communication;
- c) four forms of communication.
- d) five forms of communication

119. To effectively manage personnel necessary

- a) know its theoretical basis;
- b) have practical experience;
- c) be able to creatively use the theory and practice, that possess the art of management,
- d) all answers are correct

120. The psychological management techniques aimed:

- a) the whole team;
- b) management,
- c) a specific personality worker or employee.
- d) all answers are correct

121. Temperament - is:

- a) traits;
- b) a set of abilities;
- c) intelligence;
- d) collection activity, motility and emotion in human behavior

122. The main types of temperaments:

- a) sanguine and choleric
- b) melancholic and phlegmatic
- c) introvert and extrovert
- d) correct answers a) and b)

123. The main purpose of assessment procedures perform job is to:

- a) identifying career opportunities
- b) improve the quality of employees
- c) moral encouragement of employees
- d) determining candidates for dismissal

124 Business of personnel - this is purposeful process of compliance

- a) the quality characteristics of the personnel requirements of office or employment;
- b) quantitative characteristics of the personnel requirements of office or employment;
- c) quantitative and qualitative characteristics of personnel requirements of office or employment;
- d) of the employee's salary and the result of his work.

125. The main actor in the personnel evaluation is:

- a) line managers;
- b) colleagues;
- c) clients;
- d) the employee.

126. The staff evaluation system should take into account and reflect factors such as:

- a) the strategic objectives of the organization
- b) tradition
- c) management style
- d) correct answers a) and b)

127 Employment contracts with citizens who according to medical indications proposed work is contraindicated for health:

- a) at the discretion of the employer
- b) prohibited
- c) permitted
- d) permitted by written agreement of the employee

128. At whose expense reimbursed to the employee harm caused him injury or other impairment of health related to the performance of duties?

- a) employee
- b) owner
- a) workforce

d) social insurance fund

129. The elimination of service work is permitted if:

- a) disposal company manager
- b) order the parent organization
- c) liquidation
- d) not allowed

130. Financing of work carried out:

- a) the workforce
- b) trade unions
- c) state
- d) owner

131. Responsibility for organizing training and testing on labor protection at the enterprise relies on:

- a) instructor
- b) union
- c) head
- d) state

132. Issuance instead of special clothes and special shoes money to buy them

- a) allowed at the request of the employee
- b) not allowed
- c) be permitted at the discretion of the head
- d) may be ordered by a specialist in labor protection

133. Day reception - is:

- a) "champagne glass"
- b) "glass of wine"
- c) "the breakfast"
- d) all answers are correct

134. Techniques such as "Cocktail" and "a buffet" held:

- a) standing
- b) sitting
- c) special rules of conduct exist
- d) admission rules determines the owner.

135. Toasts provided on methods such as "breakfast," "lunch," "dinner":

- a) early admission
- b) at the end of reception
- c) as soon as it wants someone from visitors
- d) at the discretion of the owner

136. In implementing the exemption procedure is recommended:

- a) be exempt from employee friendly
- b) be exempt from the strict employee
- c) not to talk alone with released
- d) explaining the reasons for dismissal, focus on the individual employee