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QUESTION 1

You are an 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 EEO Report is a survey, collected every other year on even calendar years?

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

Correct Answer: C

The EEO-3 Report, formally known as the Local Union Report, is collected on even years. Answer option D is incorrect. The EEO-1 Report is collected yearly for firms with 100 or more employees. It reports the race, ethnicity, and gender and

job distribution of the organization. Answer option A is incorrect. The EEO-4 Report, formally known as the state and local government report, is collected on odd years.

Answer option B 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 in even numbers for school districts with 100 or more employees.

QUESTION 2

As an HR Professional, you must be familiar with collective bargaining agreements and the process that rights are given, contracts, and union and management cooperation. With this in mind, what is a rights arbitration?

- A. It is a lawsuit between the collective management and the collective union.
- B. It is a formal hearing between the management and the union, to resolve grievances during the construction of a contract.
- C. It is a formal hearing between management and union members to resolve grievances during the administration of a contract.
- D. It is a not a lawsuit, but a resolution of laws and their impact on existing contracts.

Correct Answer: C

Rights arbitration is like a hearing, but it doesn't take place in the court of law. Rights arbitration aims to resolve grievances between union members and management, that have happened during the administration of a contract.

Answer option B is incorrect. Note that this answer is close, but it defines rights arbitration as something that occurs during the construction of the contract, not during the actual administration of the contract.

Answer option A is incorrect. Rights arbitration is not a lawsuit. Answer option D is incorrect. Rights arbitration is not an interpretation of laws and their affect on existing contracts.



QUESTION 3

There are seven stages of internal consulting that a HR Professional must be familiar with. Which one of the following is not one of the seven stages of internal consulting?

- A. Exploring the situation
- B. Implementing
- C. Developing recommendations
- D. Executing the project plan

Correct Answer: D

Executing the project plan is not one of the seven stages of internal consulting. Executing is part of the project management lifecycle, but it is not one of the seven stages. Answer option A is incorrect. Exploring the situation is one of the seven stages of internal consulting. Answer option B is incorrect. Implementing is the sixth stage of internal consulting. Answer option C is incorrect. Developing recommendations is one of the seven stages of internal consulting.

QUESTION 4

As an HR Professional you must recognize and be aware of several pieces of legislation that affect your performance as an HR Professional. What term describes the illegal agreement of the management to give an individual a job, as long as the person does not join or be involved with a labor union?

- A. Yellow dog contract
- B. Scab
- C. Skill contract
- D. Non-union agreement

Correct Answer: A

A yellow dog contract is an agreement between management and an individual that gives a person a job as long as the person does not join a union. The Norris-LaGuardia Act prohibited federal courts from enforcing yellow dog contracts. Answer option B is incorrect. A scab is a derogatory term assigned to a person who will cross a picket line to work for an organization experiencing a strike by workers. Answer option C is incorrect. A skill contract is not a valid term. Answer option D is incorrect. A non-union agreement is not a valid term for this scenario.

QUESTION 5

An organization is considering services it can successfully provide to its customers. One of the services, however, is deemed to be difficult to offer with a high degree of certainty of success. The organization has decided not to offer the service because of the risk in offering the service, and failing. What risk response is used in this scenario?

- A. Transference



B. Sharing

C. Avoidance

D. Mitigation

Correct Answer: C

This is an example of the avoidance risk response. Avoidance are preventive actions, workarounds, and decisions to avoid a negative risk event.

Answer option A is incorrect. Transference is a risk response that transfers the risk to a third party - usually for a fee.

Answer option D is incorrect. Mitigation is a risk response to reduce the probability and/or impact of a negative risk event.

Answer option B is incorrect. Sharing is a risk response that shares a positive risk event with another party.

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