



## FRANKLIN UNIVERSITY PROFICIENCY EXAM (FUPE) STUDY GUIDE

<b>Course Title:</b>	<i>Human Resources Management (HRM 300)</i>
<b>Recommended Textbook(s):</b>	<i>Human Resource Management</i> , 10th ed., Mathis & Jackson, 2003, Thomson Publishing.
<b>Number &amp; Type of Questions:</b>	2 parts; 65 multiple choice & 58 multiple choice
<b>Permitted Materials:</b>	#2 Pencil
<b>Time Limit:</b>	3 Hours
<b>Minimum Passing Score:</b>	75%

**Description of the Test:** Examination of generalist knowledge in the entirety of the Human Resource field.

**Knowledge & Skills Required:** Requires broad, generalist knowledge of HR functions (human resource planning, job analysis, recruiting, selection, compensation & benefits, employee relations, performance appraisal, training and development, EEO compliance, and discipline & discharge).

### Sample Questions:

- Q1. The HR function that assesses the relative value, or internal equity, of an organization's jobs is:
- job analysis
  - job evaluation
  - performance appraisal
  - job rotation
- Q2. Research has found \_\_\_\_\_ to be the most valid performance appraisal technique.
- ranking
  - standard rating scale
  - forced choice
  - behaviorally anchored rating scale
- Q3. Joe is making a corporate recruiting trip to three major engineering colleges, to identify qualified candidates for his company's engineering positions for the next year. In order to know what he is looking for in these individuals, Joe should look at the \_\_\_\_\_ for the positions to be filled.
- job evaluations
  - performance appraisals
  - job specifications
  - job descriptions