

مكتبة

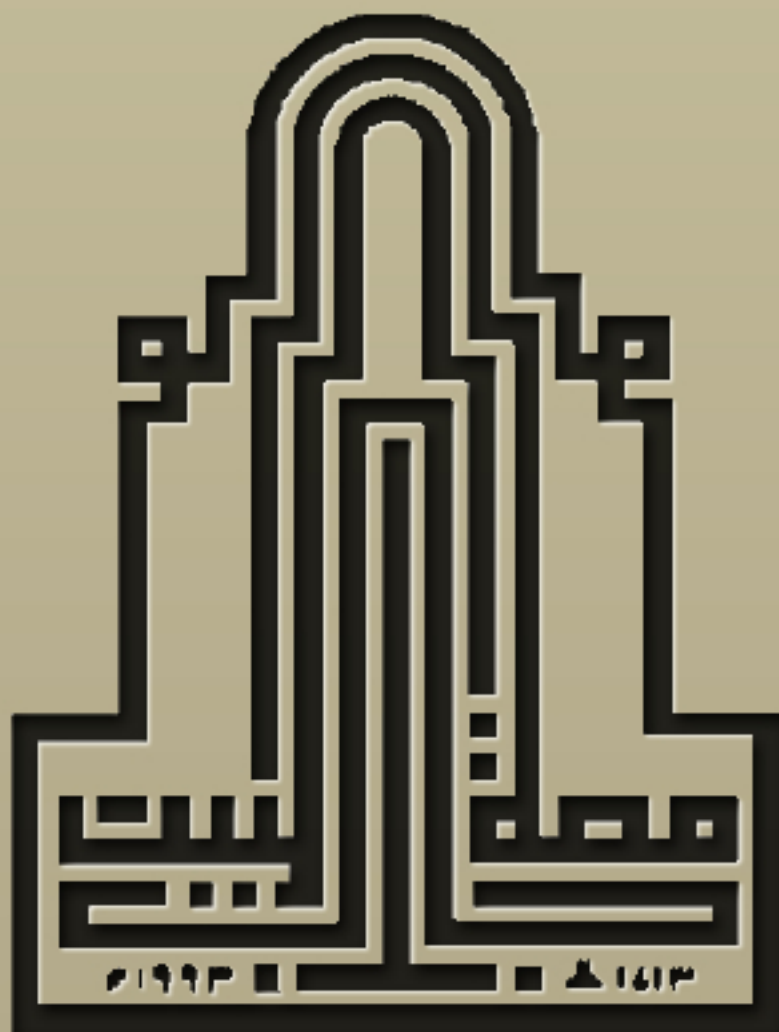
” خذُ وأعطي ”

الإلكترونية

جامعة آل البيت " كلية الإقتصاد "

مجموعة طلابية تسعى لتوفير كل ما يلزم طلاب

كلية إدارة المال والاعمال من مواد وشرحات واسئلة بصورة الكترونية





20

25

No.	Answer
1	A ✓
2	D ✓
3	B ✓
4	B ✓
5	D ✓
6	A ✓
7	C ✓
8	D x B
9	A ✓
10	A x D
11	B ✓
12	A ✓
13	B ✓
14	A ✓
15	D ✓
16	D x B
17	C ✓
18	A ✓
19	C ✓
20	D ✓
21	A ✓
22	B x D
23	A ✓
24	C ✓
25	A x

مكتبة  
خذ وأعطي

Use the correct answer and write down in the answer sheet.

المتخصص المسئول عن تحقيق اهداف المنظمة ..

1) The following is the person responsible for accomplishing an organization's goals by planning, organizing, staffing, leading, and controlling personnel?

- |                     |                            |
|---------------------|----------------------------|
| A) manager المدير   | B) entrepreneur            |
| C) representative x | D) generalist المدير العام |

2) Which of the following includes five basic functions--planning, organizing, staffing, leading, and controlling?

- |  |  |
|--|--|
| A) job analysis التحليل الوظيفي        | B) strategic management الإدارة الاستراتيجية |
| C) employee orientation توجيه الموظفين | D) management process العمليات الادارية      |

3) Which function of the management process includes selecting employees, setting performance standards, and compensating employees?

- |             |                              |
|-------------|------------------------------|
| A) leading  | B) staffing اختيار الموظفين  |
| C) planning | D) motivating تحفيز الموظفين |

4) \_\_\_\_\_ is the process of acquiring, training, appraising, and compensating employees, and attending to their labor relations, health and safety, and fairness concerns.

- |                          |  |
|--------------------------|--|
| A) Industrial psychology | B) Human resource management ادارة الموارد البشرية |
| C) Behavioral management | D) Organizational health and safety management     |

5) Personnel activities associated with human resource management most likely includes all of the following EXCEPT

- |  |   |
|--|---|
| A) providing incentives and benefits                   | B) appraising employee performance تقييم الاداء |
| C) orienting and training new employees تدريب الموظفين | D) developing customer relationships            |

6) In most organizations, human resource managers are categorized as \_\_\_\_\_, who assist and advise 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 |

7) A \_\_\_\_\_ is authorized to direct the work of subordinates and is responsible for accomplishing the organization's tasks.

- |                  |                        |
|------------------|------------------------|
| A) staff manager | B) training specialist |
| C) line manager  | D) recruiter           |

8) Which of the following has historically been an integral part of every line manager's duties?

- |                                      |                                |
|--------------------------------------|--------------------------------|
| A) responding to customer complaints | B) handling personnel issues * |
| C) developing budgetary guidelines   | D) creating personnel policies |

9) A line manager's human resource responsibilities most likely include all of the following EXCEPT

- |  |                                  |
|--|----------------------------------|
| A) marketing new products and services | B) protecting employees' health  |
| C) training employees in new positions | D) maintaining department morale |

10) Which of the following refers to the authority exerted by an HR manager as coordinator of personnel activities?

- |                        |                         |
|------------------------|-------------------------|
| A) line authority      | B) staff authority      |
| C) corporate authority | D) functional authority |

11) Which of the following is most likely NOT a function of the human resource manager?

- |  |   |
|--|---|
| A) directing personnel activities within the HR department     | ادارة الاعمال داخل المنظمة.                           |
| B) ensuring that line managers are implementing HR policies    | المدير التنفيذي يضمن ان ينفذوا سياسات الموارد البشرية |
| C) advising line managers about how to implement EEO laws      | نصيحة لمدير التنفيذي حول سياسة تكافؤ الفرص            |
| D) integrating the duties of line managers with staff managers |   |

12) One of the \_\_\_\_\_ functions of a human resource manager includes directing the activities of his or her subordinates in the HR department.

- |              |                 |
|--------------|-----------------|
| A) line      | B) coordinative |
| C) corporate | D) staff        |

13) Which of the following is an example of a coordinative function performed by HR managers?

- |  |
|--|
| A) directing the activities of employees within the human resources department     |
| B) ensuring that line managers are adhering to a firm's sexual harassment policies |
| C) voicing employee concerns about health benefits and wages to upper management   |
| D) providing upper management with relevant data on national employment trends     |

14) \_\_\_\_\_ functions involve assisting and advising line managers, and they are the central aspect of a human resource manager's job.

- |          |               |
|----------|---------------|
| A) Staff | B) Advocacy   |
| C) Line  | D) Recruiting |

The following are ways in which an HR manager most likely assists and advises line managers

- A) ensuring compliance with occupational safety laws *تواقيت السلامة*  
 B) administering health and accident insurance programs  
 C) representing employees' interests to upper management  
 D) making strategic business planning decisions
- 16) All of the following are functions of the human resource manager EXCEPT
- A) integrating the duties of line managers with staff managers  
 B) ensuring that line managers are implementing HR policies  
 C) advising line managers about how to implement EEO laws  
 D) representing the interests of employees to senior management
- 17) All of the following are examples of human resource specialties EXCEPT
- |   |  |
|---|--|
| <input type="checkbox"/> A) recruiter <i>موظف</i>                           | <input type="checkbox"/> B) job analyst <i>محلل</i>                  |
| <input checked="" type="checkbox"/> C) financial advisor <i>مستشار مالي</i> | <input type="checkbox"/> D) compensation manager <i>مدير التوزيع</i> |
- 18) Which of the following responsibilities is shared by line managers and human resource managers in most firms?
- |   |  |
|---|--|
| <input checked="" type="checkbox"/> A) performance appraisals | <input type="checkbox"/> B) initial screening interviews |
| <input type="checkbox"/> C) benefits administration           | <input type="checkbox"/> D) college recruiting           |
- 19) In most firms, line managers work in conjunction with HR managers when
- |  |   |
|--|---|
| <input type="checkbox"/> A) visiting college campuses to recruit | <input type="checkbox"/> B) administering preemployment tests |
| <input type="checkbox"/> C) interviewing job applicants          | <input type="checkbox"/> D) filing benefits information       |
- 20) How have globalization and increased competition most likely affected human resource management?
- A) Corporate intra nets are used by HR managers to communicate important messages.  
 B) HR managers need to focus on integrating ethics into a firm's policies and practices.  
 C) Benefits administration is increasingly being handled internally as a way to lower costs.  
 D) HR managers need to focus on big picture issues to help firms achieve their strategic goals.
- 21) What term refers to the knowledge, education, training, skills, and expertise of a firm's workers?
- |   |  |
|---|--|
| <input type="checkbox"/> A) human capital         | <input type="checkbox"/> B) intangible assets <i>أصول غير ملموسة</i> |
| <input type="checkbox"/> C) intellectual property | <input type="checkbox"/> D) human resources                          |
- 22) How are application service providers used to support human resources? *ASPs*
- |   |  |
|---|--|
| <input type="checkbox"/> A) allowing full-time employees to telecommute <i>في البيت</i>       | <input type="checkbox"/> B) enabling employees to schedule appointments <i>الطبيب</i>                |
| <input type="checkbox"/> C) providing employees with wireless Internet access <i>الإنترنت</i> | <input checked="" type="checkbox"/> D) processing employment applications <i>تقديم طلبات التوظيف</i> |
- 23) Which of the following is a single access point on a company's intranet that provides employees with access to their HR information?
- |   |   |
|---|---|
| <input checked="" type="checkbox"/> A) Web portal | <input type="checkbox"/> B) workstation |
| <input type="checkbox"/> C) USB port              | <input type="checkbox"/> D) firewall    |
- 24) An HR manager who wants to analyze the costs associated with each new hire will most likely use which of the following?
- |   |   |
|---|---|
| <input type="checkbox"/> A) public domain software    | <input type="checkbox"/> B) file extensions |
| <input checked="" type="checkbox"/> C) data warehouse | <input type="checkbox"/> D) Web portal      |
- 25) Unlike HR managers of the past, modern HR managers must be able to
- |   |
|---|
| <input checked="" type="checkbox"/> A) assist with employee training in various departments within a firm |
| <input type="checkbox"/> B) explain HR activities in terms of a firm's finances and productivity          |
| <input type="checkbox"/> C) determine the most appropriate compensation for employees                     |
| <input type="checkbox"/> D) develop and implement a firm's long-term business strategies                  |

كيف يمكن توفير  
في قسم إدارة  
الموارد