SECOND MIDTERM EXAM STUDY GUIDE

Exam Guidelines:
– The midterm exam on Thursday, November 18, 1999 will determine 15% of your final grade.
– The exam will consist of multiple choice, short answer, and short problem questions to evaluate your understanding of the concepts discussed in class.
– The following questions address the concepts that could be tested. However, the exam questions may not appear in this form. For example, problem solving questions will assume you can apply these concepts.
– As you prepare for the exam, feel free to discuss with other students, the TA, and the instructor.

Job Design, Job Analysis, and Job Description and Specification
1. Differentiate between job design, job analysis, and job description/specification and job position.
2. Indicate the four job design approaches and be able to give examples of each and under what conditions would a given job design be preferred.
3. Indicate how the “Core Job Characteristic Model” can be used to help a firm achieve desired outcomes from employees.
4. Indicate ways to improve on the quality of work life.
5. After the job analysis has been completed, discuss the process involved in getting a final draft of a job description.
6. Given a job title, develop a job description using the components discussed in class.
7. Indicate some useful tips for developing a job description.

Legal and Regulatory Issues
1. What are the two major areas of focus with respect to these legal and regulatory issues?
2. Differentiate between distributive justice and procedural justice and give an example for each situation.
3. Indicate ways to reduce problems with respect to procedural justice.
4. Indicate the five main ways an employee might react to unfair treatment and what impact each of these responses will have on the firm.
5. Contrast proactive policies and process with grievance procedures for ensuring fair treatment and discuss how each can be implemented in a firm.
6. Indicate the different methods in which Federal labor regulation and laws are derived and give examples of each method.
7. Indicate the main provisions contained in the following statutory laws: a) Fair Labor

8. Differentiate between a settlement agreement, mediation, and arbitration.

9. Discuss different ways in which fairness in the workplace can be viewed.

10. Identify the main conditions for determining if sexual harassment has occurred and provide examples for each.

11. Describe a company’s responsibility in addressing harassment and indicate methods that can be used to help protect against harassment.

12. Explain the employment-at-will doctrine and indicate the exceptions to this doctrine and give examples for each of these exceptions.

13. Indicate some possible ligament reasons for firing an employee.

14. Indicate the major areas of concern with respect to occupational safety and health.

15. Describe the benefits and costs related to a safe and healthy work environment.

16. Explain how the “Core Job Characteristics Model” relates to low quality of work life.

17. Indicate the four S’s of organizational stress.

18. Indicate some of the strategies for making improvements in occupational safety and health.

19. Identify the major factors taken into consideration when doing a risk assessment and how these factors are defined.

20. Explain the major provisions (e.g. when completed, information required, etc.) of completing an I-9 Form.

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**Employee Recruitment**

1. Indicate the main role of employee recruitment.

2. Describe the key activities of recruitment.

3. Relative to recruiting employees internally and externally:
   a. Indicate for each the main sources for employees for a given job be able to discuss which ones might be more or less advantageous.
   b. Discuss the advantages and disadvantages for each

4. Define what a skills inventory is and explain its role in the recruitment process.

5. Discuss issues related to increasing the size of the applicant pool.

6. Discuss some of the reasons why a firm would find it advantageous to recruit a diverse workforce.

7. Indicate the main concepts used to determine if an Affirmative Action Program is needed and illustrate with an example.

8. Describe the main factors that should be considered when advertising for an employee briefly indicate what is meant by each of these factors.
Selection

1. Why is effective selection important?
2. Given a particular job, list four criteria that would be useful for job performance evaluation. Choose a predictor for each and explain how it could be effectively used.
3. Differentiate between reliability and validity.
4. Given a misuse of a predictor method, discuss the problem in terms of reliability and validity.
5. For a particular job, list important attributes to evaluate during an interview. List two questions that would effectively assess each attribute.
6. List the five methods of information collection. Under what conditions is each most useful? [i.e. for what jobs, in getting what information]
7. Explain each of the following issues in interviewing – a) What is the trade-off (i.e. what factors need to be balanced)? b) What is the best solution (i.e., what balance) to maximize reliability and usefulness?
   - Amount of structure
   - Job-related questions
   - Systematic scoring
   - Number of interviewers
   - Interviewer training
8. Write a sample rejection letter for an applicant who (was/was not) seriously considered.
9. Differentiate between “disparate treatment” and “disparate (adverse) impact” in:
   a. Definition
   b. Method / process or proving
   c. Who has the burden of proof
10. Compare and contrast legal regulations in discrimination based on the following characteristics: race, age, sex, national origin, and disabilities in terms of:
    a. What does it mean?
    b. Is it ever legal? If so, under what conditions?
11. Explain four things than an employers can / should do to avoid charges of discrimination against applicants with disabilities.
12. Given a problematic job description indicate:
    a. What components are missing?
    b. Are parts of the components inappropriate?
    c. Are the job requirements legal? Why or why not?
13. List ways to enhance the effectiveness of interviewing.