

# Assessment

# *New Employee Orientation*

*First Edition*

The objectives of this book are:

- To present the benefits of planned orientation
- To discuss strategies of employee orientation
- To show how to develop group orientation
- To caution against problems new workers may face

■ CRISP<sub>series</sub>

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## **Assessment Questions for New Employee Orientation, First Edition**

*Select the best response.*

1. A planned orientation program in business makes sense because:
  - A. Of today's frequent turnover and temporary hires
  - B. It can be used over and over
  - C. It ensures covering all essentials
  - D. All of the above
  
2. An excellent new employee orientation will:
  - A. Result in fewer mistakes
  - B. Increase turnover
  - C. Lead to higher productivity
  - D. All of the above
  - E. A and C
  
3. A quality orientation:
  - A. Presents a positive image of an organization
  - B. Sets the stage for the new hire's quality work
  - C. Both of the above
  
4. A new employee's assessment of the job:
  - A. Can be controlled by the company
  - B. Is affected by the entire orientation process
  - C. If inaccurate will lead to turnover
  - D. All of the above
  - E. A and B
  
5. Job training should occur after orientation to the organization.
  - A. True
  - B. False

6. The first day on the job, a new employee is likely to feel:
  - A. Excited and enthusiastic
  - B. Anxious and uncertain
  - C. Like an outsider
  - D. All of the above
  
7. Orientation of new employees should begin their first day on the job.
  - A. True
  - B. False
  
8. When interviewing a candidate for a job, you should:
  - A. Provide complete information about the work situation
  - B. Present your company only in its best light
  - C. Present only job details that will appeal to the applicant
  - D. Play up the negative aspects of the job
  
9. Your new employee orientation should:
  - A. Be sensitive to individual differences
  - B. Contain a standardized list of items
  - C. Both of the above
  
10. It is better to have your presentation be:
  - A. One-sided to cover all items
  - B. Open to employee feedback and topics
  - C. Limited to a standardized list
  - D. All of the above
  - E. A and C
  
11. If new employees want information beyond their job assignment, it is better to:
  - A. Extend the orientation period to provide the information
  - B. Suggest that the information be gained over time
  
12. An employee's first-day success depends upon a company's:
  - A. Formal orientation
  - B. Attention to minor matters of protocol
  - C. Both of the above

13. To ensure employee success, an organization's basic information should be:
  - A. Entirely presented the first day
  - B. Written as well as verbal
  - C. Repeated as necessary
  - D. All of the above
  - E. B and C
  
14. A supervisor should plan for quality, uninterrupted time with a new hire.
  - A. True
  - B. False
  
15. To inform new employees of the workings of the entire organization, a staff meeting can provide information about:
  - A. Reporting systems
  - B. Interaction practices
  - C. Projects
  - D. All of the above
  
16. Discussion of company history should:
  - A. Focus on the past as paving the way to the present
  - B. Show how new employees fit into the future
  - C. Point out all historical errors
  - D. All of the above
  - E. A and B
  
17. A workplace tour should include work areas but not less relevant places like supply areas and storage.
  - A. True
  - B. False
  
18. Paperwork to be completed the first day must include:
  - A. Payroll and health benefits
  - B. Association memberships
  - C. Circulation list for periodicals
  - D. All of the above
  - E. A and B

19. Ideally, the first day at work should:
- A. Be for orientation only
  - B. Involve a meaningful work assignment
  - C. Include a lunch not spent alone
  - D. A and C
  - E. B and C
20. A fast track orientation is usually needed for:
- A. Large companies with many employees
  - B. Expanding companies
  - C. Companies with many short-term hires
  - D. All of the above
21. A positive response to the job can be the outcome of:
- A. Regular orientation
  - B. Fast-track orientation
  - C. Either of the above
22. The best seating arrangement for a group orientation session is:
- A. A horseshoe or conference arrangement
  - B. A traditional classroom arrangement
23. Having people complete forms at a group meeting:
- A. Encourages accuracy and completion
  - B. Makes possible their asking each other questions
  - C. Ensures timely return
  - D. All of the above
24. Using a prepared template helps you to include every necessary item of an orientation.
- A. True
  - B. False

25. The major goal of any orientation is to:
- A. Distribute information
  - B. Ensure contented and productive employees
  - C. “Sell” the company
  - D. Complete new hire paperwork

## **Answer Key for New Employee Orientation, First Edition**

### ***Recommended response (Corresponding workbook page)***

1. D (3)	6. D (18)	11. B (30)	16. E (36)	21. C (54)
2. E (3)	7. B (26)	12. C (32)	17. B (38)	22. A (62)
3. C (8)	8. A (26)	13. E (32)	18. A (40)	23. D (65)
4. D (14)	9. C (28)	14. A (34)	19. E (42-43)	24. A (65)
5. A (17)	10. B (29)	15. D (35)	20. C (52)	25. B (1)