Assessment
Recruiting for High Performance
First Edition

The objectives of this book are:

- To explore a wide range of sources to fill labor needs
- To identify strategies for attracting qualified candidates
- To design and implement an effective recruiting effort

www.axzopress.com

Assessment Questions for
Recruiting for High Performance, First Edition

Select the best response.

1. Which of the following might be effective recruiting strategies?
   - A. Ask customers to refer applicants to your organization
   - B. Ask applicants if they know of other potential candidates
   - C. Keep in touch with former employees who may want to return
   - D. All of the above
   - E. None of the above

2. Today's interviewers should be prepared to answer questions regarding working conditions, corporate strength, and opportunities for advancement.
   - A. True
   - B. False

3. Most employees are finding that senior workers:
   - A. Expect high pay
   - B. Are sick more often that other employee groups
   - C. Work just as hard and efficiently as younger workers
   - D. Are not as loyal as other employee groups
   - E. None of the above

4. A referral program is only effective during a labor shortage.
   - A. True
   - B. False

5. Identify recruiting costs by including:
   - A. Time the manager(s) spends interviewing
   - B. Time spent on reviewing applications
   - C. Expenses for phone interviews
   - D. Training cost for the new employee
   - E. All of the above

6. The qualities of a job and organization that senior workers often value are:
    A. Autonomy
    B. Flexible hours
    C. The opportunity to make new friends at work
    D. Health benefits
    E. All of the above

7. Employers who include people of diverse backgrounds (e.g., ethnic, seniors, those with disabilities) in their candidate search are more successful at hiring and retaining quality employees.
    A. True
    B. False

8. Some of the changes in the labor force are resulting in:
    A. Changing values due to more minorities in the workforce
    B. Fewer menial jobs available
    C. More knowledge-based jobs available
    D. All of the above
    E. None of the above

9. It is not discriminatory to advertise for "older workers."
    A. True
    B. False

10. The most cost efficient way of filling vacancies is through:
    A. Referrals from internal candidates
    B. Employment agencies
    C. Non-profit groups
    D. Internal candidates
    E. Both A and D

11. Organizations should never consider hiring "moonlighters."
    A. True
    B. False

12. A good source of candidates for open positions may be existing employees who are growing restless with their current work.

      A. True

      B. False

13. When writing a job notice to place in a newspaper advertisement, include the following information:

      A. A simple list of duties

      B. Highlights of the job

      C. Colorful adjectives such as "exciting"

      D. How the candidate should respond to the advertisement

      E. Both B and D

14. When interviewing candidates from diverse backgrounds, some factors that may require accommodation include:

      A. Language barriers

      B. Appearance and dress

      C. Cultural concerns

      D. All of the above

15. Which of the following methods may help you tailor your recruiting strategy to your target audience?

      A. List the attitudes that are likely to appear in your target audience

      B. Ask employees from the target group for input

      C. Survey members of the target group about their interests

      D. All of the above

      E. None of the above

16. If the type of job you want to fill is not commonly found in the classified section of the newspaper, you should consider using a different medium to recruit candidates.

      A. True

      B. False

17. An effective referral program requires quality incentives for quality referrals.

      A. True

      B. False

18. What does a low selection rate indicate?
    A. The cost per hire
    B. Certain jobs have higher turnover
    C. The cost for recruiting
    D. Your pre-interview screening techniques need to be evaluated
    E. None of the above

19. The most underused pool of labor in the United States is:
    A. Ex-offenders
    B. Working-age adults with disabilities
    C. Moonlighters
    D. Teenagers
    E. Ex-military personnel

20. Keeping employees who do not produce may give the wrong impression to new hires about the organizational culture.
    A. True
    B. False

21. One of the drawbacks of using the Internet for recruiting is:
    A. You are not able to provide as much company information as you can in a printed brochure
    B. Some potential candidates do not have access to the Internet
    C. It is time consuming to change the ad (job posting)

22. The secret to recruiting success is to:
    A. Consider recruiting an ongoing effort
    B. Begin a new recruiting campaign for each job
    C. Have a large recruiting budget
    D. None of the above

23. To enhance your company's image to potential candidates:
    A. Inform your public relations staff about recruiting efforts
    B. Provide high quality recruiting materials to candidates
    C. Make sure candidates have a good first impression of the company
    D. All of the above

24. Developing a recruiting plan can:
    A. Be valuable in conducting a cost-efficient recruiting campaign
    B. Ensure compliance with equal opportunity and affirmative action requirements
    C. Not be measured for effectiveness
    D. A and B
    E. B and C

25. Military personnel often make good civilian employees but may have difficulty adjusting to a civilian environment.
    A. True
    B. False

Answer Key for

Recruiting for High Performance, First Edition

Recommended response (Corresponding workbook page)

1. D (59-61)	6. E (21)	11. B (23)	16. A (47)	21. B (37, 38)
2. A (4)	7. A (4)	12. A (25)	17. A (36)	22. A (13)
3. C (20)	8. D (29)	13. E (48)	18. D (9)	23. D (14)
4. B (36)	9. B (21)	14. D (4)	19. B (26)	24. D (9)
5. E (51, 53)	10. E (11)	15. D (12)	20. A (56)	25. A (24)