The following questions apply to each chapter we will cover in this course. **Before** we start a chapter, please read the questions that for that chapter and use them to guide your reading of the chapter. I would recommend that you prepare written answers to the questions so you can refer to them in class. In class, we will discuss these questions as well as other questions related to them.

Chapter 1:

1) What is HRM?
2) Give some examples of HR problems that occurred in organizations where you worked.
3) Explain why the organization’s line managers (i.e., lower level supervisors) often do not comply with the directives of the HR department and discuss why it is important for them to do so.
4) What is “measurement” and why is the use of measurement critical for successful HRM?

Chapter 3.

1) Name all the laws you can think of that impact HRM in organizations
2) What is discrimination?
3) What types of discrimination are prohibited by Title VII?
4) What is the EEOC and why is it important in the effective functioning of discrimination law?
5) What disparate treatment?
6) When is it legal for an employer to commit disparate treatment (BFOQ)?
7) What is disparate impact? Give examples of how different devices can have a disparate impact against a protected group.
8) When can an organization use a device that has a disparate impact on a protected group?
Chapter 4:

1) What is job analysis and why is it important to HRM? What other HR activities are effected by job analysis and discuss how effective job analysis helps make these other activities effective (give examples)

2) What is the difference between job analysis and a job description?

Chapter 5:

1) What is HR planning and why is it important for organizations to carry out HR planning?

2) How can organizations predict the demand for employees at some future point in time (i.e., what techniques can be used)?

3) How can organizations predict the supply for employees at some future point in time (i.e., what techniques can be used)?

4) What are some alternatives for dealing with short term shortages in employees? Long term?

5) What are some alternatives for dealing with short term surpluses in employees? Long term?

6) What are the advantages/disadvantages of internal vs. internal recruiting?

7) What are Realistic Job Previews and why are they effective?

Chapter 6:

1) Define: Predictors, Criteria, systematic selection, random selection, validity

2) Give some examples of predictors that are used in the staffing process?

3) What is the validity of the typical interview? Why do most organizations interview applicants in staffing?

4) What are structured interviews and how are they created?

Chapter 7.

1) Why do organizations appraise employees’ performance?
2) Describe the necessary steps in creating an effective p.a. system

3) Describe the things that can go wrong with a p.a. system

Chapter 10:

1) How is the government (law) involved in compensation?

2) Why is “equity” so important in compensation (discuss internal, external and individual equity)?

3) What is job evaluation and how does it work (explain the job evaluation process)?

4) Why do internal and external equity often conflict and what can be done when they do?

Chapter 11

1) Why do organizations use Pay For Performance systems? What is the organization trying to achieve?

2) Explain the different types of PFP systems?

3) How are Performance Appraisal and merit pay/bonus plans related and why will ineffective P.A. systems destroy merit pay/bonus systems?

Chapter 13

1) Why do employees join unions (i.e., what benefits do employees get from unionization)?

2) Why do employers (both owners and supervisors) want to prevent their employees from unionizing?

3) What are the steps in the unionization process

4) What is collective bargaining and what must employers bargain about?

5) What are strikes? Why are they legal? What is an employer’s best course of action if the employees go on strike?

6) What is a grievance and describe the grievance process?