

Think Critically

1. How do you determine staffing needs for your business?

2. What resources can you use for recruiting employees?

3. What are some alternatives to hiring permanent employees?

True or False

- ____ 1. The people who work for your business are your human resources.
- ____ 2. A collection of tasks is called a job.
- ____ 3. An organizational structure shows how various jobs in a company related to each other.
- ____ 4. Online recruiting is generally the least expensive way to find employees for your business.
- ____ 5. Hiring employees is usually not too difficult because you have enough information to make an effective decision.
- ____ 6. It is important to make the most of the job interview because you want to hire employees who can improve your ability to meet customer needs.
- ____ 7. Warning signs that a person may not be a good worker include frequent job changes, unexplained gaps in employment, and critical comments about previous employers.
- ____ 8. In the job interview, it is okay to make a snap judgment when you know immediately that the candidate is not right for the job.
- ____ 9. A commission combination plan includes a base salary plus commission.
- ____ 10. The OSH Act requires employers to maintain safe working conditions for their employees.

Multiple Choice

- ____ 1. To determine your staffing needs, (a) create an organizational chart, (b) make a list of all the duties in your business and the time needed to perform each, (c) write a detailed job description for each job, (d) determine how much money to offer applicants.

- _____ 2. An employment specialist who seeks out highly qualified professionals to fill positions is called a (a) human resources manager, (b) entrepreneur, (c) headhunter, (d) job counselor.
- _____ 3. An organizational chart can help the owner of a company (a) analyze staffing needs, (b) recruit employees, (c) obtain referrals, (d) none of these.
- _____ 4. Who reports to whom in a company is called the (a) line of succession, (b) chain of command, (c) career pathway, (d) ladder of success.
- _____ 5. One of the best ways entrepreneurs can find employees is through (a) employment agencies, (b) want ads, (c) referrals from friends or employees, (d) college placement centers.
- _____ 6. Rewards, other than cash are called (a) bonuses, (b) raises, (c) benefits, (d) commissions.
- _____ 7. In making a job offer, you should clearly state the (a) benefits, (b) terms of employment, (c) starting salary, (d) all of these.
- _____ 8. The Family and Medical Leave Act grants up to three months unpaid leave if an employee has (a) given birth, (b) a serious health condition, (c) adopted a child, (d) all of these.
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Problem Solving

1. Distinguish between a job, a task, and a function.

2. What is the difference between wages and salaries?

3. Describe the advantages to the employee and the employer for each type of pay listed below.

Type of Pay	Advantages for Employee	Advantages for Employer
Wage		
Salary		
Commission-only salary		
Base salary or wage plus commission		
Bonus		