WESTERN GOVERNORS UNIVERSITY (WGU) HRM2110 D351 FUNCTIONS OF HUMAN RESOURCE MANAGEMENT PRE-ASSESSMENT PRACTICE (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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https://wgu-hrm2110-d351-preassessment.examzify.com

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Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 16

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. **Which group within a company has a direct impact on overall company performance?**
   - A. Full-time employees
   - B. Part-time employees
   - C. Contract workers
   - D. Interns

2. **What does the Fair Labor Standards Act (FLSA) establish?**
   - A. Workplace diversity initiatives
   - B. Minimum wage, overtime pay, and labor standards
   - C. Mandatory employee training hours
   - D. Environmental regulations in the workplace

3. **What is a primary function of HR in talent management?**
   - A. Firing unproductive employees
   - B. Identifying, developing, and retaining talent
   - C. Creating marketing strategies
   - D. Deciding employee salaries

4. **What is the main benefit of establishing employee engagement in the workplace?**
   - A. Increased hiring costs
   - B. Higher employee turnover
   - C. Enhanced workplace culture
   - D. More stringent hiring processes

5. **Why is communication important in human resource management?**
   - A. It limits the sharing of feedback
   - B. It fosters misunderstanding among employees
   - C. It enhances collaboration and understanding
   - D. It reduces employee engagement

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6. What type of resignation occurs when an employee feels forced to leave due to unreasonable working conditions?

A. Voluntary resignation

B. Involuntary dismissal

C. Constructive discharge

D. Negotiated exit

7. An applicant who is an introvert is concerned about the expectation to attend the company's morale events if hired. Which fit selection mismatch is the applicant worried about?

A. Person-job

B. Person-organization

C. Job-environment

D. Candidate-situation

8. Which of the following is a benefit of employee training programs?

A. Increases the likelihood of employee promotion

B. Increases workplace conflicts

C. Reduces employee productivity levels

D. Limits employees' skill sets

9. Which of the following is a fundamental aspect of an effective performance appraisal process?

A. Frequency of reviews

B. Subjectivity of ratings

C. Transparency of criteria

D. Use of annual surveys

10. What does the study of organizational behavior focus on?

A. The impact of technology on business

B. The dynamics of individual and group interactions

C. The development of marketing strategies

D. The financial performance of an organization

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Answers

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1. B
2. B
3. B
4. C
5. C
6. C
7. B
8. A
9. C
10. B

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Explanations

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1. Which group within a company has a direct impact on overall company performance?

A. Full-time employees

B. Part-time employees

C. Contract workers

D. Interns

The group within a company that has a direct impact on overall company performance is typically full-time employees. Full-time employees generally have a deeper commitment to the organization, possess more comprehensive knowledge of the company's operations, and are often more integrated into the company culture compared to other groups. Their longer tenure and continuous engagement with day-to-day activities allow them to contribute significantly to productivity, innovation, and overall company goals. While part-time employees, contract workers, and interns can also play valuable roles within a company, their short-term commitment or limited engagement with the organization usually does not facilitate the same level of impact on overall company performance as that of full-time employees. Full-time staff are often in positions where they can make strategic decisions, lead projects, and help shape the company's direction, which directly influences performance outcomes.

2. What does the Fair Labor Standards Act (FLSA) establish?

A. Workplace diversity initiatives

B. Minimum wage, overtime pay, and labor standards

C. Mandatory employee training hours

D. Environmental regulations in the workplace

The Fair Labor Standards Act (FLSA) is a critical piece of legislation that primarily establishes standards for minimum wage, overtime pay, and specific labor regulations aimed at protecting workers. Enacted in 1938, the FLSA was designed to ensure that employees receive fair compensation for their work hours and to promote equitable labor practices. By setting a federal minimum wage, the FLSA helps protect workers from being paid below a certain level for their labor. It also mandates that employees who work beyond a standard 40-hour workweek must be compensated with overtime pay, which is typically calculated at one and a half times the regular hourly rate. This requirement discourages employers from overworking employees without proper remuneration and acknowledges the value of employees' time and efforts. The other choices presented relate to different areas of employment and workplace regulation—workplace diversity initiatives focus on creating inclusive environments, mandatory employee training hours pertain to development and compliance requirements in specific industries, and environmental regulations address safety and health standards rather than pay and working conditions. Therefore, the FLSA's focus on adherence to minimum wage and overtime standards distinctly aligns with option B.

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3. What is a primary function of HR in talent management?

A. Firing unproductive employees

B. Identifying, developing, and retaining talent

C. Creating marketing strategies

D. Deciding employee salaries

The primary function of HR in talent management is to identify, develop, and retain talent, which encompasses a strategic approach to managing an organization's human resources. This function involves recognizing individuals with potential, offering opportunities for growth and professional development, and implementing retention strategies to keep skilled employees within the organization. By focusing on these areas, HR plays a crucial role in ensuring that the organization has a competent workforce capable of achieving its objectives. Talent management goes beyond merely filling positions; it involves fostering an environment where employees feel valued and can continuously improve their skills. This can lead to higher employee engagement, reduced turnover, and overall organizational success. It aligns with the strategic goals of the company, ensuring that the right people are in the right roles and are equipped to contribute effectively. Other options do not align with the core responsibilities of HR in the context of talent management. Firing unproductive employees, while sometimes necessary, does not support the proactive and positive aspects of talent management. Creating marketing strategies falls outside the HR function, focusing more on business development and sales. Deciding employee salaries is a part of compensation management but does not encompass the broader scope of talent management, which is oriented towards growth and retention rather than merely financial aspects.

4. What is the main benefit of establishing employee engagement in the workplace?

A. Increased hiring costs

B. Higher employee turnover

C. Enhanced workplace culture

D. More stringent hiring processes

Establishing employee engagement in the workplace primarily leads to enhanced workplace culture. When employees feel engaged, they are more emotionally invested in their work, which fosters a positive atmosphere. This positive environment promotes collaboration, innovation, and overall job satisfaction, contributing to a stronger organizational culture. An engaged workforce is typically more committed to the company's goals and values, leading to better teamwork and communication. Such an environment encourages employees to contribute their ideas and efforts fully, which can enhance productivity and lead to better organizational outcomes. By promoting engagement, companies can create a culture where employees feel valued and appreciated, driving higher performance levels and a sense of belonging within the organization. This positive impact on culture contrasts with the other options, which represent challenges rather than benefits. Increased hiring costs, higher employee turnover, and more stringent hiring processes are generally associated with disengagement rather than engagement. Engaged employees are less likely to leave their positions, reducing turnover and associated costs while contributing positively to the overall organizational culture.

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5. Why is communication important in human resource management?

A. It limits the sharing of feedback

B. It fosters misunderstanding among employees

C. It enhances collaboration and understanding

D. It reduces employee engagement

Communication is pivotal in human resource management as it enhances collaboration and understanding among employees. Effective communication fosters an open environment where information can be shared freely, allowing team members to understand their roles, responsibilities, and the expectations of the organization. When communication is clear and effective, employees are more likely to collaborate efficiently towards common goals, reducing the potential for misinterpretations or conflicts. Moreover, a culture of open communication helps to build trust among employees and between management and staff. This trust leads to a more cohesive work environment where employees feel valued and understood, which ultimately contributes to higher levels of employee morale and productivity. In contrast, limiting feedback, fostering misunderstandings, or reducing engagement—attributes associated with the other options—can create a fragmented atmosphere that hinders organizational success. Thus, the importance of communication in HRM cannot be overstated, as it serves as the backbone for a well-functioning workplace.

6. What type of resignation occurs when an employee feels forced to leave due to unreasonable working conditions?

A. Voluntary resignation

B. Involuntary dismissal

C. Constructive discharge

D. Negotiated exit

The correct answer is constructive discharge. This term refers to a situation where an employee resigns because the working conditions have become so intolerable or unreasonable that they feel they have no choice but to leave. This can include factors such as harassment, unsafe working environments, or severe workload stress that the employer fails to address. Constructive discharge implies that the employee's resignation was not truly voluntary but rather a response to the circumstances imposed by the employer's actions or inactions, making them feel that they had no reasonable option other than to resign. In contrast, voluntary resignation usually indicates that the employee willingly chose to leave the position without undue pressure from the employer. Involuntary dismissal refers to situations where the employer terminates the employee's contract rather than the employee deciding to leave. Negotiated exit often involves an agreement between the employer and the employee regarding the terms of their departure, typically for reasons that are settled amicably, rather than from intolerable conditions.

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7. An applicant who is an introvert is concerned about the expectation to attend the company's morale events if hired. Which fit selection mismatch is the applicant worried about?

A. Person-job

B. Person-organization

C. Job-environment

D. Candidate-situation

The applicant's concern about attending company morale events pertains to the fit between their personality and the overall culture and social environment of the organization. The concept of person-organization fit focuses on how well an individual's values, beliefs, and personality align with the organization's culture and dynamics. In this scenario, the applicant, being an introvert, may struggle with the social expectations associated with morale events, which likely involve networking and interaction with others. This mismatch is significant because it highlights how the organizational environment might make the applicant uncomfortable or stressed, potentially impacting their overall job satisfaction and performance. A strong person-organization fit is crucial for fostering employee engagement and commitment; when employees feel they fit well within the organizational culture, they are more likely to thrive and contribute positively. The other potential fits, such as person-job or job-environment, primarily relate to the specific tasks and responsibilities of the position rather than the broader social context of the organization. Candidate-situation generally addresses how well an applicant is prepared for the specific circumstances of a job, which is not the focal concern here. This distinction reinforces why the applicant is specifically worried about person-organization fit in this situation.

8. Which of the following is a benefit of employee training programs?

A. Increases the likelihood of employee promotion

B. Increases workplace conflicts

C. Reduces employee productivity levels

D. Limits employees' skill sets

Enhancing employee promotion potential is a significant benefit of employee training programs. These programs equip employees with new skills and knowledge, making them more competent and valuable within the organization. As employees gain expertise and demonstrate improved performance, they become more eligible for promotions, as they show readiness for greater responsibilities and leadership roles. Investing in training also signals to employees that the organization is committed to their professional growth, which can increase their job satisfaction and motivation. This, in turn, encourages retention and reduces turnover, as employees are more likely to stay with an employer who invests in their development.

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9. Which of the following is a fundamental aspect of an effective performance appraisal process?

A. Frequency of reviews

B. Subjectivity of ratings

C. Transparency of criteria

D. Use of annual surveys

An effective performance appraisal process significantly relies on the transparency of criteria. This means that employees should clearly understand how their performance will be evaluated and the specific standards against which they are measured. When the criteria are transparent, it fosters trust and engagement, allowing employees to know what is expected of them and how they can improve. Transparent criteria also promote consistency and fairness in evaluations, helping to mitigate bias and subjective judgments. It ensures that all employees are being assessed on the same standards, which can lead to increased motivation and satisfaction, as employees can see the alignment between their efforts and the organization's goals. In contrast, aspects like frequency of reviews and the use of annual surveys can vary widely in their impact on an appraisal process, while subjectivity in ratings can lead to misinterpretations and feelings of unfair treatment. Therefore, making the criteria for performance appraisal clear and understandable is essential for a successful appraisal system.

10. What does the study of organizational behavior focus on?

A. The impact of technology on business

B. The dynamics of individual and group interactions

C. The development of marketing strategies

D. The financial performance of an organization

The study of organizational behavior focuses on the dynamics of individual and group interactions within a workplace. This field examines how people behave individually and collectively in organizations, looking into aspects such as motivation, teamwork, communication, leadership styles, and the overall culture of the organization. By understanding these interactions and behaviors, organizations can enhance employee performance, improve workplace relationships, and foster a positive organizational culture. This focus on interpersonal and group dynamics is crucial for effective human resource management, as it helps in implementing strategies that lead to increased engagement and productivity among employees. Other options, while important in the business context, do not specifically pertain to organizational behavior. Technology's impact on business relates more to operational efficiency and innovation, marketing strategies fall under the domain of marketing management, and financial performance connects to financial management rather than the study of behavior within organizations.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

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We wish you the very best on your exam journey. You've got this!

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