Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chapter 8 Study Guide

**Part One: True/False**

*Write a T for True or an F for False in the space provided to show whether each of the following statements is true or false.*

1. \_\_\_\_\_ Most jobs today require at least a high school education.
2. \_\_\_\_\_ *Human resources* are the people who work for a business.
3. \_\_\_\_\_ A full-time employee regularly works a schedule of at least 30/40 hours or more per week.
4. \_\_\_\_\_ Performance evaluations help managers determine if employees are helping the company to meet its goals.
5. \_\_\_\_\_ Downsizing is designed to decrease costs and increase efficiency.

**Part Two: Completion**

*Write the word or words needed to complete each sentence.*

1. A work schedule of less than 30/40 hours describes a(n)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ employee.
2. When an employee receives a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, he/she assumes more responsibility.
3. People 16 and older who are employed or seeking work make up the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Many jobs in the U.S. are being \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to other countries due to lower costs.
5. The benefits of workplace diversity can be classified as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Part Three: Forms of Compensation**

*Indicate the type of compensation described by each statement by placing a check mark in the appropriate column at the right. (There may be more than one correct answer for each statement.)*

 **Time Straight Incentive**

 **Wage Salary Pay Benefits**

1. Employees receive a share of company profits. \_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_
2. An employee is paid $7.50 per hour worked. \_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_
3. A sales associate earns 10% of his total sales. \_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_
4. A clerk receives $500 per week plus paid vacation. \_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_
5. Employees earn $0.30 per each widget produced. \_\_\_\_\_\_\_\_­ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Part Four: Matching**

*Match each term with the statements below. Write the term in the space provided.*

**List One**:

blue-collar worker

full-time employee

part-time employee

permanent employee

temporary employee

white-collar worker

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ An employee with which the company has made a long-term commitment.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Examples include teachers, accountants, and doctors.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ An employee who works less than the 30/40 hour work week.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ An employee who works at least 30/40 hours per week.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Examples include plumbers, movers, and mechanics.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ An employee who works for a specific time or assignment.

**List Two**:

benefit cafeteria plan

family leave

flex place

flex time

job sharing

personal time

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allows employees to arrange their hours to suit their needs, like starting their day earlier so they can end their day earlier.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allows an employee to take an extended leave of absence to take care of a sick family member.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gives each employee a certain amount of money to spend on the benefits of their choosing.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allows two part-time employees to work one position.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Allows an employee to complete all or part of their work at home.
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A few hours each month that can be used to schedule activities like a doctor appointment or car repairs.

**List Three**:

discharge

layoff

promotion

termination

transfer

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When an employment relationship is ended.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When an employee moves to a position with more responsibility.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When employment ends due to inappropriate work behavior.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When an employee moves to another job in the company with similar responsibilities.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When employment ends due to a change in business conditions.