

Human Resources Management, 13e (Dessler)
Chapter 1 Introduction to Human Resource Management

1) The basic functions of the management process include all of the following EXCEPT _____.

- A) planning
- B) organizing
- C) outsourcing**
- D) leading

The five basic functions of the management process include planning, organizing, staffing, leading, and controlling. Outsourcing jobs may be an aspect of human resources, but it is not one of the primary management functions.

2) Which of the following is the person responsible for accomplishing an organization's goals by planning, organizing, staffing, leading, and controlling personnel?

- A) manager**
- B) entrepreneur
- C) generalist
- D) marketer

The manager is the person responsible for accomplishing an organization's goals by planning, organizing, staffing, leading, and controlling the efforts of the organization's people. An entrepreneur may manage people or may hire a manager to do so instead, but entrepreneurs are defined as individuals who start their own businesses.

3) Which of the following includes five basic functions--planning, organizing, staffing, leading, and controlling?

- A) job analysis
- B) strategic management
- C) management process**
- D) adaptability screening

The management process includes five basic functions--planning, organizing, staffing, leading, and controlling. Strategic management refers to the process of identifying and executing the organization's mission by matching its capabilities with the demands of its environment.

4) Which function of the management process requires a manager to establish goals and standards and to develop rules and procedures?

- A) planning**
- B) organizing
- C) staffing
- D) leading

Planning, organizing, staffing, leading, and controlling are the five main functions of management. The planning function involves establishing goals and standards, developing rules and procedures, and forecasting.

5) Celeste spends most of her time at work establishing goals for her staff of fifty employees and developing procedures for various tasks. In which function of the management process does Celeste spend most of her time?

- A) leading
- B) controlling
- C) organizing
- D) planning**

The planning function of the management process requires managers to establish goals and standards, develop rules and procedures, and develop plans and forecast. Leading involves motivating staff, while controlling requires a manager to set standards, such as sales quotas. Assigning tasks to employees is an aspect of the organizing function.

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Table of Contents Human Resources Prove It Test Answers

1. Understanding the eBook Human Resources Prove It Test Answers
 - The Rise of Digital Reading Human Resources Prove It Test Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Human Resources Prove It Test Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Human Resources Prove It Test Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Human Resources Prove It Test Answers
 - Personalized Recommendations
 - Human Resources Prove It Test Answers User Reviews and Ratings
 - Human Resources Prove It Test Answers and Bestseller Lists
5. Accessing Human Resources Prove It Test Answers Free and Paid eBooks
 - Human Resources Prove It Test Answers Public Domain eBooks
 - Human Resources Prove It Test Answers eBook Subscription Services
 - Human Resources Prove It Test Answers Budget-Friendly Options

6. Navigating Human Resources Prove It Test Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Human Resources Prove It Test Answers Compatibility with Devices
 - Human Resources Prove It Test Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Human Resources Prove It Test Answers
 - Highlighting and Note-Taking Human Resources Prove It Test Answers
 - Interactive Elements Human Resources Prove It Test Answers
8. Staying Engaged with Human Resources Prove It Test Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Human Resources Prove It Test Answers
9. Balancing eBooks and Physical Books Human Resources Prove It Test Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Human Resources Prove It Test Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Human Resources Prove It Test Answers
 - Setting Reading Goals Human Resources Prove It Test Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Human Resources Prove It Test Answers
 - Fact-Checking eBook Content of Human Resources Prove It Test Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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