

EXAM INFORMATION

This exam was developed to enable schools to award credit to students for knowledge equivalent to that learned by students taking the course. DSST Human Resource Management is a multiple-choice exam designed to evaluate whether candidates possess the knowledge and understanding that would be gained by taking a lower level college course in human resource management which includes the following content: overview of the human resource management field; human resource planning, staffing, training and development; performance appraisals; compensation issues; safety and security issues; employment law; and labor relations.

The exam contains 100 questions to be answered in 2 hours.

Form Codes: SQ530, SR530, SY530, SZ530

CREDIT RECOMMENDATIONS

The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated the DSST test development process and content of this exam. It has made the following recommendations:

Area or Course Equivalent: Human Resource Management

Level: Lower-level baccalaureate

Amount of Credit: 3 Semester Hours

Minimum Score: 400

Source: www.acenet.edu

EXAM CONTENT OUTLINE

The following is an outline of the content areas covered in the examination. The approximate percentage of the examination devoted to each content area is also noted.

- I. **An Overview of the Human Resource Management Field – 8%**
 - a. Historical development
 - b. Human resource functions
 - c. The role and qualification of the human resource manager
 - d. Ethical aspects of human resource decision making
- II. **Human Resource Planning – 9%**
 - a. Strategic human resource issues
 - b. Workforce diversity and inclusion
 - c. Job analysis and job design
- III. **Staffing / Talent Acquisition – 11%**
 - a. Recruiting
 - b. Selection
 - c. Promotions and transfers
 - d. Reduction-in-force
 - e. Voluntary turnover, retirement and succession planning
- IV. **Training and Development – 8%**
 - a. Onboarding
 - b. Career planning
 - c. Principles of learning
 - d. Training programs and methods (e.g., Needs assessment, evaluation etc.)
 - e. Development programs
- V. **Performance Management (Appraisals) – 12%**

- a. Reasons for performance evaluation
 - b. Techniques
 - c. Challenges
- VI. Compensation and Benefits / Total Rewards – 12%**
- a. Job evaluation
 - b. Wage and salary administration
 - c. Compensation systems (e.g. Performance – related pay, executive compensation etc.)
 - d. Benefits – mandatory and voluntary
- VII. Safety and Health – 9%**
- a. Occupational accidents and illness
 - b. Quality of work life and wellness
 - c. Workplace security
- VIII. Employment Law – 16%**
- a. Equal employment opportunity laws (e.g., Civil Rights Act Title VII, ADA, ADEA)
 - b. Compensation and benefits related laws (e.g., ERISA, FMLA, FLSA)
 - c. Health, safety and employee rights laws (e.g., OSHA, WARN)
- IX. Labor Relations – 10%**
- a. Role of labor unions
 - b. Labor laws (e.g., NLRA, Taft-Hartley Act, Civil Service Reform Act)
 - c. Collective bargaining
 - d. Unionized versus non-unionized work settings
 - e. Contract management
- X. Current Issues and Trends – 5%**
- a. Human resource information systems
 - b. Changing patterns of work relationships (e.g., virtual office, contingent workers, autonomous work groups)
 - c. Global HR environment
 - d. Social Media
 - e. Corporate social responsibility and sustainability

REFERENCES

Below is a list of reference publications that were either used as a reference to create the exam, or were used as textbooks in college courses of the same or similar title at the time the test was developed. You may reference either the current edition of these titles or textbooks currently used at a local college or university for the same class title. It is recommended that you reference more than one textbook on the topics outlined in this fact sheet.

You should begin by checking textbook content against the content outline provided before selecting textbooks that cover the test content from which to study.

Sources for study material are suggested but not limited to the following:

1. Noe, Raymond; Hollenbeck, John; Gerhart, Barry; Wright, Patrick. (2015) *Fundamentals of Human Resource Management*, 6th Edition, McGraw-Hill Higher Education.
2. Mathis, Robert; Jackson, John H; Valentine, Sean R. (2016). *Human Resource Management: Essential Perspectives*, 7th Edition, Cengage Learning.
3. Snell, Scott A; Bohlander, George W. (2013) *Managing Human Resources*, 16th Edition, Cengage Learning.

SAMPLE QUESTIONS

All test questions are in a multiple-choice format, with one correct answer and three incorrect options. The following are samples of the types of questions that may appear on the exam.

1. Specific standardized questions are used primarily in which of the following types of interviews?
 - a. Patterned or structured
 - b. Nondirective
 - c. Group or board
 - d. Stress
2. Organizational or companywide incentive plans include all of the following EXCEPT:
 - a. Employee stock ownership plans (ESOP's)
 - b. Scanlon plans
 - c. Profit-sharing plans
 - d. Standard-hour plans
3. Which of the following theories of employee motivation distinguishes between "satisfiers" and "dissatisfiers"?
 - a. Herzberg's Maintenance Theory
 - b. Maslow's Need Hierarchy
 - c. McClelland's Achievement Theory
 - d. McGregor's Theory X and Theory Y
4. A full-time employee of a local union is generally known as a:
 - a. Shop steward
 - b. National representative
 - c. Business agent
 - d. Union organizer
5. Which of the following programs frequently uses simulation to train employees?
 - a. Apprenticeship training
 - b. On-the-job training
 - c. Job instruction training
 - d. Vestibule training
6. Which of the following statements is NOT true about exempt employees?
 - a. They are subject to the overtime provision of the Fair Labor Standards Act.
 - b. They are permitted to bargain collectively under the provisions of the Tart-Hartley Act.
 - c. They are permitted to have flexible work schedules.
 - d. They are paid hourly wage rates.
7. A job specification is usually a written document that:
 - a. Specifies how a job is to be done
 - b. Outlines the specific duties of a job
 - c. Lists the employee characteristics required to perform a job
 - d. Describes the process used to obtain specific job information
8. Which of the following performance appraisal methods does NOT require the supervisor to compare the

performances of subordinate employees in the unit?

- a. The forced-choice method
- b. The forced-distribution method
- c. The paired-comparison method
- d. The ranking method

9. The Hay Plan is best known as

- a. An incentive plan
- b. A job evaluation plan
- c. A pension plan
- d. A performance evaluation plan

Answers to sample questions:

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