

Name:

Date:

Class:

Lesson 14.1

Practice Your Understanding

1. You have been hired as a human resource manager for a restaurant. Determine which of the following best identifies the duties of the role. (14.1-1)
 - a. Hiring and Payroll
Answer:

 - b. Training, Hiring, and Payroll
Answer:

 - c. Hiring and Evaluating
Answer:

 - d. Hiring, Training, Payroll, and other jobs I might be asked to perform
Answer:

2. Imagine a scenario in which you are hiring an assistant to help you manage day-to-day aspects of your business. Create a job analysis and a job description for this position. Outline the similarities and differences in the information you would include in both. (14.1-2)
Answer:

3. Prepare a sample résumé including all the information a specific employer would want to see. (14.1-3)
Answer:

4. You are in the process of interviewing candidates for a position at your company. Applying what you have learned, determine which of the following steps from the hiring process would best help you screen out an applicant. Select all that apply. (14.1-4)

Entrepreneurship: Lesson 14.1 Practice Your Understanding Questions

- a. Set up a phone or virtual interview
Answer:

 - b. Set up a face-to-face interview
Answer:

 - c. Extend a job offer
Answer:

 - d. Perform a background check
Answer:
5. Your company is hiring for an IT position. In the city where your business is located there is high demand for employees with IT experience. A key factor for enticing prospective employees is benefits. Construct a business compensation structure for new employee benefits. (14.1-5)
Answer: