

Chapter 2 Review Quiz

This section contains quizzes to help you verify what you have learned in the chapter. Your instructor may ask you to submit your work for grading. Also, the Review Quiz is a good study tool because many of the questions in exams for the course will be taken from the quizzes.

Fill in the Blank

Fill in the missing word or words in each sentence.

1. Health insurance, paid holidays, and low-cost child care are _____ employers may offer.
2. You might be offered the choice of being paid by _____ or check.
3. Ask your _____ how to dress correctly on your first day at work.
4. Some employers pay college _____ for employees taking work-related courses.
5. In large organizations, new workers need user name and email _____ provided for their first work day.
6. A company might require you to take a _____ test as part of a physical exam.
7. The key to making your first day on the job a positive experience is _____, and this results in a good first impression.
8. Call the _____ office to find out when to arrive, where to go, and who to report to on your first workday.
9. New workers are often required to attend _____ to learn about the company, its policies, and required forms.
10. At least 15% of your paycheck may be withheld for _____ and other deductions.

passwords
preparation
benefits
drug
direct deposit
taxes
supervisor
tuition
HR
orientation

Multiple Choice

Circle the letter that best completes each statement or answers each question.

1. Workers at your new workplace wear uniforms. Before your first day on the job, you should
 - a. buy at least two uniforms.
 - b. ask to borrow a uniform from another worker.
 - c. ask the supervisor about the policies regarding uniforms.
 - d. wait for your supervisor to tell you what to do.
 - e. None of the above.
2. To legally work in this country, a worker who is not a citizen of the United States must
 - a. take a drug test.
 - b. provide a birth certificate.
 - c. pass a test on the constitution of the United States.
 - d. pay a labor permit tax.
 - e. provide an immigrant work authorization permit.

3. Employers offering a cafeteria plan of benefits allow employees to
 - a. eat free in the company lunchroom.
 - b. choose the benefits that meet their needs.
 - c. have unlimited benefits as long as they work for the company.
 - d. work in the company cafeteria to earn extra income.
 - e. receive no à la carte benefits.
4. What will your employer need to withhold taxes from your paycheck?
 - a. your Social Security number
 - b. your driver's license
 - c. your high school diploma
 - d. your birth certificate
 - e. All of the above.
5. Who is the most important person in your work life?
 - a. the person who hires you
 - b. the person who processes payroll
 - c. your union representative
 - d. your supervisor
 - e. your coworker
6. The telephone system at your workplace
 - a. should be available for personal calls as well as business calls.
 - b. should be used according to the company's procedures.
 - c. should be used for your personal calls.
 - d. should never be used by employees.
 - e. should not be answered if your supervisor is not present.
7. Email that is sent from an employer's computer system
 - a. may be read by the system administrator responsible for email.
 - b. can be used to discipline the employee.
 - c. might be read by the appropriate supervisors and managers.
 - d. does not provide privacy to employees.
 - e. all of the above.
8. Adjusting to your new job will be easier if you
 - a. tell other workers how to do the job quicker.
 - b. ask the same questions each day.
 - c. keep your sense of humor and follow instructions.
 - d. keep quiet and don't ask questions.
 - e. keep to yourself and don't bother the other workers.
9. What is an important basic rule to remember the first few days on the job?
 - a. Avoid asking questions.
 - b. Don't worry about the way you are dressed.
 - c. Take as many breaks as possible.
 - d. Ask questions and remember the answers.
 - e. Ignore your coworkers.

10. Written company policy
 - a. is applicable to you only if you read it.
 - b. is assembled for supervisors.
 - c. is assembled for public relations.
 - d. should serve as recommended policies.
 - e. should be read carefully.

True or False

Read the following statements. Put a *T* after each true statement and an *F* after each false statement.

1. A union may have an agreement with an employer to withhold union dues from payroll checks. _____
2. If your employer offers a benefit free of charge, you should sign up for it. _____
3. Your employer cannot require employee drug testing. _____
4. What you wear your first day on the job is not important. _____
5. If an occupational license is needed for your job, you could be expected to apply and pay for it. _____
6. All you need to do for your first workday is get to the workplace on time. _____
7. New employees may not get paid on the first payday after starting work. _____
8. If you exceed the number of sick days you have earned, you will not be paid for days you can't work because you are sick. _____
9. If you must pay part of/all of the benefit costs, you should sign up for only the benefits you need. _____
10. Your supervisor will not impact your work life. _____