# https://selldocx.com/products/test-bank-managing-human-resources-16e-snell CHAPTER 2—STRATEGY AND HUMAN RESOURCES PLANNING

# TRUE/FALSE

1.	Organizations set pr planning.	ocedure	s for making de	ecisions	to achieve thos	se objec	ctives through strategic
	ANS: T	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
2.	Human Resource Pl a strategic plan.	anning (	HRP) is the con	nductin	g of recruitmen	t and se	election methods according to
	ANS: F	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
3.	Strategic HRM is a	combina	tion of strategi	c plann	ing and HR pla	nning.	
	ANS: T	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
4.	The first step in stra	tegic pla	nning is establ	ishing a	mission, vision	n, and v	values for the organization.
	ANS: T	PTS:	1	REF:	p. 47	OBJ:	2-1 TYPE: K
5.	The vision is the bas	sic purpo	ose of the organ	nization			
	ANS: F	PTS:	1	REF:	p. 47	OBJ:	2.1 TYPE: K
6.	Organizational core	values f	form the founda	tion of	a firm's decision	ons.	
	ANS: T	PTS:	1	REF:	p. 48	OBJ:	2.1 TYPE: U
7.	Changes in labor su	pply can	place limits or	the str	ategies availabl	e to fir	ms.
	ANS: T	PTS:	1	REF:	p. 53	OBJ:	2-2 TYPE: U
8.	Internal analysis proresources.	ovides st	rategic decision	n maker	s with an inven	tory of	organizational skills and
	ANS: T	PTS:	1	REF:	p. 53	OBJ:	2-3 TYPE: K
9.	Internal analysis foc	uses on	culture and cor	nflicts w	ith an organiza	tion.	
	ANS: F	PTS:	1	REF:	p. 53	OBJ:	2-3 TYPE: A
10.	A cultural audit may	examin	e the attitudes	and exp	ectations of the	emplo	yees.
	ANS: T	PTS:	1	REF:	p. 57	OBJ:	2-3 TYPE: U
11.	Strategic planning is and out of an organi		cess of anticipa	iting an	d providing for	the mo	ovement of people into, within,
	ANS: F	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K

12.	Trend analysis relies	s on a single fac	etor to predict employment n	eeds.	
	ANS: T	PTS: 1	REF: p. 59	OBJ: 2-4 TYPE: U	
13.	A strategic vision pr foundation for its de		ng and enduring beliefs and p	principles that the company uses as a	
	ANS: F	PTS: 1	REF: p. 48	OBJ: 2-1 TYPE: U	
14.	Strategic knowledge and development from			ents and investments in their training	
	ANS: T	PTS: 1	REF: p. 56	OBJ: 2-3 TYPE: U	
15.	Forecasting is freque absolute results.	ently more an a	rt than a science, providing i	nexact approximations rather than	
	ANS: T	PTS: 1	REF: p. 60	OBJ: 2-4 TYPE: U	
16.	Forecasting may be needs.	as informal as l	naving one person familiar w	vith the organization anticipate HR	
	ANS: T	PTS: 1	REF: p. 60	OBJ: 2-4 TYPE: K	
17.	Qualitative HR forec	casting techniqu	ues generally employ sophis	ticated analytical models.	
	ANS: F	PTS: 1	REF: p. 59	OBJ: 2-4 TYPE: K	
18.	Trend analysis is a q	ualitative appro	pach to labor demand forecas	sting.	
	ANS: F	PTS: 1	REF: p. 59	OBJ: 2-4 TYPE: K	
19.	Trend analysis relies	s on a single bus	siness factor.		
	ANS: T	PTS: 1	REF: p. 59	OBJ: 2-4 TYPE: K	
20.	The vision statemen	t clarifies the lo	ong-term direction of the con	npany and its strategic intent.	
	ANS: T	PTS: 1	REF: p. 48	OBJ: 2-1 TYPE: U	
21.	Staffing tables provi	de data on exte	rnal labor supply sources.		
	ANS: F	PTS: 1	REF: p. 60	OBJ: 2-4 TYPE: U	
22.	Markov analysis is u	sed to track an	organization's internal supp	ly of labor.	
	ANS: T	PTS: 1	REF: p. 60	OBJ: 2-4 TYPE: K	
23.	Core values are the	essence of a cor	porate culture and an expres	ssion of its personality.	
	ANS: T	PTS: 1	REF: pp. 48-49	OBJ: 2-1 TYPE: U	
24.	Succession planning may eventually assu			nd tracking key individuals so that the	ey

	ANS: T	PTS: 1	REF: p. 62	OBJ:	2-4 TYPE: K
25.	SWOT analysis helps analysis.	s executives summar	rize the major facts and t	forecasts	s derived from the external
	ANS: F	PTS: 1	REF: p. 67	OBJ:	2-5 TYPE: K
26.	Corporate strategy for	ocuses on domain sel	ection.		
	ANS: T	PTS: 1	REF: p. 69	OBJ:	2-5 TYPE: K
27.	In international joint	ventures, the issue o	f culture is paramount.		
	ANS: T	PTS: 1	REF: p. 69	OBJ:	2-5 TYPE: A
28.	Dell has been very su	accessful utilizing a l	low cost strategy.		
	ANS: T	PTS: 1	REF: p. 69	OBJ:	2-5 TYPE: A
29.	Southwest Airlines h	as been very success	ful utilizing a differentia	ation str	ategy.
	ANS: F	PTS: 1	REF: p. 69	OBJ:	2-5 TYPE: A
30.	In the long run, firms	s must approach outs	ourcing decisions based	on cost	alone.
	ANS: F	PTS: 1	REF: p. 70	OBJ:	2-5 TYPE: U
31.	Differentiation strate	gy is based on efficie	ency and productivity.		
	ANS: F	PTS: 1	REF: p. 70	OBJ:	2-5 TYPE: U
32.	While unemploymen real challenge for firm		r, the shortage of talent i	n low-sl	kill jobs continues to create a
	ANS: F	PTS: 1	REF: p. 53	OBJ:	2-3 TYPE: U
33.	Organizational struct coordinated.	ture is the framework	in which activities of the	ne organ	ization members are
	ANS: T	PTS: 1	REF: p. 72	OBJ:	2-6 TYPE: K
34.	Shared values act as	a guiding parameter	for strategic planning.		
	ANS: T	PTS: 1	REF: p. 72	OBJ:	2-6 TYPE: K
35.	In unionized firms, la	ayoffs are typically b	ased on performance.		
	ANS: F	PTS: 1	REF: p. 74	OBJ:	2-6 TYPE: A
36.	The order of employe	ee layoffs is usually	based on seniority and/o	r ability	
	ANS: T	PTS: 1	REF: p. 74	OBJ:	2-6 TYPE: K

37.	rewards and security	•	-	•	•	ni empi	oyees receive the same
	ANS: T	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: U
38.	Markov analysis sho year to the next.	ows the p	percentage of e	mploye	es who remain	in each	of the firm's jobs from one
	ANS: T	PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: U
39.	Benchmarking ident standards.	ifies the	best practices	in a giv	en area and esta	ablishes	s them as performance
	ANS: F	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: K
40.	The target company	for bend	chmarking does	s not ne	ed to be a comp	etitor.	
	ANS: T	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: U
41.	Calculating separation capital.	on costs	and training in	vestme	nt factors are co	ompone	ents measures of human
	ANS: T	PTS:	1	REF:	p. 90	OBJ:	2-7 TYPE: A
42.	The Balanced Score	card is a	tool for mappi	ing a fir	m's strategy in	order to	o ensure strategic alignment.
	ANS: T	PTS:	1	REF:	p. 76	OBJ:	2-7 TYPE: K
43.	The quality of fill m the job.	etric atte	empts to measu	re how	well new hires	that fil	l positions are performing on
	ANS: T	PTS:	1	REF:	p. 62	OBJ:	2-4 TYPE: K
44.	A SWOT analysis he internal analysis.	elps exe	cutives summa	rize the	major facts and	d foreca	asts derived from external and
	ANS: T	PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: A
MUL	ГІРЬЕ СНОІСЕ						
1.	The process of settin strategies is called: a. strategic planning. b. HR planning. c. job analysis. d. environmental s	ıg.		ng decis	sions about the	organiz	ration's long-term goals and
	ANS: A	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
2.	Human resources plana. a technique that b. the process of an out of an organization.	identific nticipatii	es the critical as			nt of pe	eople into, within, and

	<ul><li>c. the process of se</li><li>to achieve these</li><li>d. the process of de</li></ul>	objectives	S.	·		eloping	comprehensive plans
	ANS: B	PTS: 1		REF:	p. 46	OBJ:	2-1 TYPE: K
3.	Customers, suppliers a. political b. technological c. demographic d. competitive	and subs	titutes are par	t of the	environ	ment.	
	ANS: D	PTS: 1		REF:	p. 50	OBJ:	2-2 TYPE: U
4.	The provide(s) a. mission b. vision statement c. core values d. core competenci		purpose of the	e organ	ization as well	as its so	cope of operations.
	ANS: A	PTS: 1	l	REF:	p. 47	OBJ:	2-1 TYPE: K
5.	between 2012 and 20	018. owth will ovorkers in 52 percent occial assis	the 55 and oles of all new jobstance industr	concerder grobs creat	ntrated in the secup is projected ted in the U.S. of	ervice-p to grov	y will be in the
	ANS: C	PTS: 1	l	REF:	p. 52	OBJ:	2-2 TYPE: U
6.	This group of emplo difficult to replace. a. core employees b. strategic knowle c. supporting work d. partners	dge worke		quite va	aluable to a con	npany, 1	but not particularly unique or
	ANS: A	PTS: 1		REF:	p. 56	OBJ:	2-3 TYPE: U
7.	Which of the follows a. Values b. Assumptions c. Experience d. Beliefs		·		•		
	ANS: C	PTS: 1		REF:	p. 56	OBJ:	2-3 TYPE: K
8.	The mission of a cora. is the systematic b. is the basic purp c. are the strong en d. provides a persp	monitoring ose of the during be	organization liefs used by t	the com	npany to make o	decision	18

	ANS: B	PTS:	1	REF:	p. 47	OBJ:	2-1 TYPE: K	
9.	<ul><li>b. is the basic</li><li>c. are the stro</li></ul>	ematic monitor c purpose of thong enduring b	ring of ne orga peliefs	f external opport	npany to		ns	
	ANS: D	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: K	
10.	<ul><li>b. is the basic</li><li>c. are the strong</li></ul>	ematic monitor c purpose of thong enduring b	ring of ne orga peliefs		sed by t		o make decisions	ı
	ANS: C	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: K	
11.	The systematic  a. demand fo  b. environme  c. exception  d. influence a	recasting. ental scanning. reporting.	_	g of major exterr	al force	s influencing	the organization	is called:
	ANS: B	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K	
12.	Environmental except:  a. economic and demograph c. technologic d. employee and demograph demogr	factors. nic trends. cal changes.			to by or	ganizations in	clude all of the fo	ollowing
	ANS: D	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K	
13.	Social concern a. new proces b. innovation c. demograph d. elder care	sses						
	ANS: D	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K	
14.	The competitiva. new entrar b. suppliers c. rivals d. subordinat	nts	t inclu	ides all the follo	wing <u>ex</u> o	cept:		
	ANS: D	PTS:	1	REF:	p. 50	OBJ:	2-2 TYPE: A	
15.	At the fundamenta. buyers b. suppliers c. customer	ental level, str	ategy :	focuses on creat	ing	value.		

	d. subordinates					
	ANS: C	PTS: 1	REF:	p. 50	OBJ:	2-2 TYPE: A
16.	The examination of a. environmental so b. a trend analysis. c. a cultural audit. d. behavioral model	canning.	s and activities of a	company's wor	kforce	refers to:
	ANS: C	PTS: 1	REF:	p. 57	OBJ:	2-3 TYPE: K
17.	is the process of a. Succession plant b. Creating skill in c. Developing replaced. Quality of fill	ning ventories		tracking key ind	dividua	als for executive positions.
	ANS: A	PTS: 1	REF:	p. 62	OBJ:	2-4 TYPE: U
18.	Questions that might a. Age, race, and g b. Pay and benefits c. Diversity efforts d. Hiring practices	ender	oe found on a cultu	ral audit include	all of	the following except:
	ANS: A	PTS: 1	REF:	p. 57	OBJ:	2-3 TYPE: A
19.	Integrated knowledg value to customers a a. individual comp b. core capabilities c. human capital. d. organizational co	re known a etencies.	s:	hat distinguish i	t from	its competitors and deliver
	ANS: B	PTS: 1	REF:	p. 53	OBJ:	2-3 TYPE: K   2-3 TYPE: U
20.	When a firm's resoura. difficult to imita b. valuable. c. organized. d. rare.	_	ve the efficiency or	effectiveness of	the co	mpany, these are known as:
	ANS: B	PTS: 1	REF:	p. 54	OBJ:	2-3 TYPE: K
21.	<ul><li>a. delivering custor</li><li>b. HR expenditures</li><li>c. human capital ded. technology inno</li></ul>	mer satisfacts.  evelopment vation, process	etion.	and service deliv	•	
	ANS: D	PTS: 1	REF:	p. 53	OBJ:	2-3 TYPE: K   2-3 TYPE: U
22.	When the knowledge competitors, these rea. difficult to imita	sources are		's human resour	ces are	not equally available to

		or	ıluable. ganized re.							
	AN	IS:	D		PTS:	1	REF:	p. 54	OBJ:	2-3 TYPE: K
23.	a. b. c.	ha ha ha	ive firm	ue skill -specifi s that a	s not di c skills re valua	rectly relate directly relable but not	ated to con	any strategy npany strategy		
	AN	IS:	В		PTS:	1	REF:	p. 56	OBJ:	2-3 TYPE: K
24.	a. b. c.	ca	respect t pabilition positi llture pordinat	es lon	asting,	which of the	e following	is NOT a crit	ical eler	nent of planning?
	AN	S:	D		PTS:	1	REF:	p. 57	OBJ:	2-4 TYPE: K
25.	a. b. c.	W Tl St	n of the Teakness nreat rategy pportun	\$	ng is N	ОТ а сотро	onent of SV	VOT analysis?	•	
	AN	IS:	C		PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: K
26.	a.	m be	aking for enchman erformin	orecasts king be ng suppl	of labo est pract ly analy	or demand.		t include all of	f the foll	owing except:
	AN	IS:	В		PTS:	1	REF:	p. 80	OBJ:	2-7 TYPE: K
27.	a. b. c.	In A Eı	creased greater	employ number es devel	yee proo r of emp oping o	ductivity. ployees. or acquiring		nizational gro	wth?	
	AN	IS:	D		PTS:	1	REF:	p. 68	OBJ:	2-5 TYPE: U
28.	a. b. c.	tro th so	litative and anal e Delph liciting anagem	ysis. i techni expert	que. opinion		asting can i	nclude any of	the follo	owing <u>except</u> :
	AN	IS:	A		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
29.	Tre		analysi lecting			f the follow or.	ring steps <u>e</u>	xcept:		

	c. comp	iting expert on outing a proding historical	uctivity					
	ANS: B		PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: K
30.	factors examples a. interest. b. gross c. dispos		duct	s used to predi	ct emp	loyment needs	could i	nclude all of the following
	ANS: D		PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: U
31.	<ul><li>a. atten</li><li>b. is a c</li><li>c. uses</li></ul>	uantitative n	nse subje nethods I statistic	ectivity of fore cal tools for fo iring costs		ng		
	ANS: A		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: U
32.	a. a state. b. an or c. a ski		and futu nart.			s along with the rements is calle		ers of employees currently
	ANS: A		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
33.	proportiona. a state b. a Ma	ons of those v ffing table. orkov analysi lls inventory.	vho are p					year to year, with organization is called:
	ANS: B		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
34.	<ul><li>replacem</li><li>a. staffi</li><li>b. repla</li><li>c. trend</li></ul>	ents. ing tables cement chart		to develop _	, wh	nich list current	jobhol	ders and identify possible
	ANS: B		PTS:	1	REF:	p. 62	OBJ:	2-4 TYPE: K
35.	assume to a. targe b. predi c. succe	ess of identification op-level position of the forecasting interesting interesting ession planning cement selection.	tions is:	veloping, and	trackin	g key individua	als so tl	nat they may eventually

	ANS: C	PIS:	1	KEF:	p. 62	OB1:	2-4 TYPE: A
36.	helps executive analyses.  a. target forecasting b. predicted change c. SWOT analysis. d. replacement selections	<b>5.</b>	arize the major	facts a	nd forecasts de	rived fi	rom external and internal
	ANS: C	PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: K
37.	A firm with a for a. target forecasting b. predicted focus. c. concentration strad. replacement selections.	g. ategy.	n only a limite	d portic	on of the indust	ry.	
	ANS: C	PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: K
38.	Cooperative strategie a. joint ventures b. growth c. diversification d. acquisitions	es pursue	ed by firms inc	lude			
	ANS: A	PTS:	1	REF:	p. 69	OBJ:	2-5 TYPE: K
39.	Structure: a. lays out the route b. is the framework c. are formal and in d. act as guiding par	in which formal p	h activities of orocedures that	employ govern	ees are coording every day act		
	ANS: B	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: K
40.	Systems:  a. lay out the route b. is the framework c. are formal and in d. act as guiding parts.	in which formal p	h activities of orocedures that	employ govern	ees are coording every day acti		
	ANS: C	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: K
41.	Shared values: <ul><li>a. lays out the route</li><li>b. is the framework</li><li>c. are formal and in</li><li>d. act as guiding par</li></ul>	in which formal p	h activities of orocedures that	employ govern	ees are coording every day act		
	ANS: D	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: K
42.	Layoff decisions: a. can cause manag b. are always deterr c. are made at mana	nined by	labor agreem	ent	ed where layof	fs are b	ased on seniority

	d.	and	d employment	rights o	f each individu	ial are o	determined by s	state lav	v
	AN	IS:	A	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: K
43.	a. b. c.	uni dep ser	decisions are a decision membership partment ranking it.	p.	ly based on:				
	AN	IS:	C	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: U
44.	a. b. c.	stra sha stra	ling to 7-S fran ategy ared values acture atem	nework	analysis, whic	h of fol	llowing is NOT	in the	"Hard S" category?
	AN	IS:	В	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: U
45.	a. b. c.	ide ide the pra	entifying perform process of ide actices to theirs	oyees wr mance entifying	-	th compice of a	eting firms		nd comparing your
	AN	IS:	C	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: K
46.	a. b. c. d.	sep reti	res of turnover paration costs urn on assets nings per shar ining program	e		REF:	p. 91	OBJ:	2-7 TYPE: U
47							•		
47.	<ul><li>a.</li><li>b.</li><li>c.</li><li>d.</li></ul>	targ pre bal rep	get forecasting edicted focus. anced scorecast lacement selec	rd etion.	C.		ler to ensure str	C	
	AN	IS:	C	PTS:	1	REF:	p. /6	OBJ:	2-7 TYPE: K
48.	a. b. c.	coc pre org	pacity of an or ordination flex dicted focus. ganizational ca dacement selec	ibility. pability.		usly ac	t and change in	pursui	t of competitive advantage is:
	AN	IS:	C	PTS:	1	REF:	p. 79	OBJ:	2-7 TYPE: K
49.	a. b.	coo	ccurs through ordination flex dicted focus.		allocation of re	esource	s to new or cha	nging n	needs.

	<ul><li>c. organizational c</li><li>d. replacement sel</li></ul>				
	ANS: A	PTS: 1	REF: p. 79	OBJ: 2-7 TYPE: K	
50.	Cross-training, job a. coordination fleb. predicted focus. c. organizational cd. resource flexibi	xibility.	ce results in within	the organization.	
	ANS: D	PTS: 1	REF: p. 80	OBJ: 2-7 TYPE: K	
51.	Which of the follow a. financial b. planning c. customer d. process	ring is NOT a cell o	f the Balanced Scorecar	d Model?	
	ANS: B	PTS: 1	REF: p. 76	OBJ: 2-7 TYPE: U	
52.	The first step in stra a. analyze the com b. interview poten c. review failed pl d. establish a miss	npetition. tial employees. ans from the past.	ues for the organization.		
	ANS: D	PTS: 1	REF: p. 47	OBJ: 2-1 TYPE: K	
53.			hreats is the	component of the strategic	
	<ul><li>management proces</li><li>a. the second</li><li>b. the last</li><li>c. an optional</li><li>d. the most difficult</li></ul>				
	<ul><li>a. the second</li><li>b. the last</li><li>c. an optional</li></ul>		REF: p. 49	OBJ: 2-2 TYPE: U	
	<ul><li>a. the second</li><li>b. the last</li><li>c. an optional</li><li>d. the most difficu</li><li>ANS: A</li><li>In the telephone ind</li></ul>	lt PTS: 1	•	OBJ: 2-2 TYPE: U  r-the Internet Protocol) are examples	s of
	a. the second b. the last c. an optional d. the most difficu  ANS: A  In the telephone ind  for t a. companions b. rivals c. substitutes	lt PTS: 1 ustry, mobile phone	•		sof
	a. the second b. the last c. an optional d. the most difficul ANS: A  In the telephone ind for tall companions b. rivals c. substitutes d. supplements  ANS: C	lt PTS: 1 ustry, mobile phone raditional firms. PTS: 1	REF: p. 52	r-the Internet Protocol) are examples	of

#### **ESSAY**

1. Describe the basics of SWOT analysis.

### ANS:

SWOT analysis permits the organization to formulate strategy based upon internal and external analysis of strengths, weaknesses, opportunities and threats. Strengths and weaknesses are internal factors, while opportunities and threats are external factors. Managers can build upon SWOT analysis to formulate corporate, business and HR strategies for the firm.

PTS: 1 REF: p. 67 OBJ: 2-5

2. Describe the criteria necessary for firms to achieve sustained competitive advantage through people.

#### ANS:

For an organization to achieve sustained competitive advantage through people, four criteria must be met

- a. First, the resources that are developed must be of value to the organization. People are a source of competitive advantage when they improve the efficiency or effectiveness of the company. This value is increased when employees find ways to decrease costs, provide something unique to customers, or some combination of the two.
- b. Second, the resources must be rare. People are a source of competitive advantage when their skills, knowledge, and abilities are not equally available to competitors.
- c. Third, people are a source of competitive advantage when employee capabilities and contributions are inimitable, or cannot be copied by other firms. For example, companies such as Disney, Southwest Airlines, and Starbucks are known for creating unique cultures that get the most from employees and are difficult to imitate.
- d. Finally, people are a source of competitive advantage when their talents can be combined and deployed to work on new assignments at a moment's notice when they are organized. For example, information technology, teamwork, and cooperation are methods for ensuring an organized workforce.

PTS: 1 REF: p. 54 OBJ: 2-3

3. Describe the three key elements of the HR Forecasting model.

#### ANS:

The three key elements in the HR Forecasting process are: (1) forecasting demand, (2) forecasting supply, and (3) balancing supply and demand considerations.

Employment forecasting involves estimating in advance the number and type of people needed to meet organizational objectives. It may involve a quantitative approach using statistical analysis and mathematical models or a qualitative approach focusing on employee performance and promotability.

Supply analysis determines if there are sufficient numbers and types of employees available to staff anticipated openings. Sources of supply can be external or internal.

HR planning should strive for a proper balance between the emphasis placed on demand considerations and that placed on supply considerations. Demand considerations are based on the forecast of trends in business activity. Supply considerations involve the determination of where and how candidates with the required qualifications are to be found to fill vacancies.

PTS: 1 REF: p. 57 OBJ: 2-4

4. What is the Balanced Scorecard?

# ANS:

The Balanced Scorecard is a tool developed by Drs. Robert Kaplan and David Norton that helps organizations clarify their vision and strategy and translates them into operational objectives. This tool builds on some existing key management concepts like customer-defined quality, continuous improvement, employee empowerment, and measurement-based management and feedback.

The model has four related cells: (1) financial, (2) customer, (3) processes, and (4) learning. The logic of this tool is firmly rooted in HRM. People management and learning helps management improve their internal business processes (e.g., product development, service, etc.) and provide excellent customer service. Internal processes are critical for creating customer satisfaction, customer loyalty, contain costs, and improve productivity. Customer value creation then can lead to higher profitability and market value.

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5. How would you define "organizational capability"?

# ANS:

Organizational capability refers to the capacity of the organization to continuously act and change in pursuit of sustainable competitive advantage.

Flexibility and agility when the environment changes can be enhanced by HR planning. Coordination flexibility refers to rapid reallocation of resources to new or changing needs, and resource flexibility results from having people who can do many different things in many different ways

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