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# **CHAPTER 2—STRATEGY AND HUMAN RESOURCES PLANNING**

# TRUE/FALSE

1.	planning.	cedures	s for making de	CISIONS	to acmeve thos	se objec	ctives through strategic
	ANS: T	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
2.	Human Resource Pla a strategic plan.	nning (	HRP) is the cor	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 c	ombina	tion of strategic	e planni	ing and HR pla	nning.	
	ANS: T	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
4.	The first step in strate	egic pla	nning is establi	shing 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 basi	c purpo	se of the organ	ization			
	ANS: F	PTS:	1	REF:	p. 47	OBJ:	2.1 TYPE: K
6.	Organizational core v	alues fo	orm 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 sup	ply can	place limits on	the str	ategies availabl	e to fir	ms.
	ANS: T	PTS:	1	REF:	p. 53	OBJ:	2-2 TYPE: U
8.	Internal analysis provresources.	vides str	rategic decision	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 focu	ises on	culture and con	flicts w	vith an organiza	ition.	
	ANS: F	PTS:	1	REF:	p. 53	OBJ:	2-3 TYPE: A
10.	A cultural audit may	examin	e the attitudes a	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 organiz		cess of anticipa	ting an	d providing for	the mo	evement of people into, within,
	ANS: F	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K

12.	Trend analysis relies	s on a sing	gle factor to pr	redict e	mployment nee	ds.	
	ANS: T	PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: U
13.	A strategic vision pr foundation for its de		e strong and e	nduring	g beliefs and pri	inciples	that the company uses as a
	ANS: F	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: U
14.	Strategic knowledge and development from			ong-ter	m commitment	s and in	nvestments in their training
	ANS: T	PTS:	1	REF:	p. 56	OBJ:	2-3 TYPE: U
15.	Forecasting is freque absolute results.	ently mor	e an art than a	science	e, providing ine	exact ap	pproximations rather than
	ANS: T	PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: U
16.	Forecasting may be needs.	as inform	nal as having o	ne pers	on familiar with	h the oi	ganization anticipate HR
	ANS: T	PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
17.	Qualitative HR fore	casting te	chniques gene	rally er	nploy sophistic	ated an	alytical models.
	ANS: F	PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: K
18.	Trend analysis is a c	<sub>l</sub> ualitative	e approach to l	abor de	emand forecasti	ng.	
	ANS: F	PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: K
19.	Trend analysis relies	s on a sing	gle business fa	ictor.			
	ANS: T	PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: K
20.	The vision statemen	t clarifies	the long-term	directi	on of the comp	any and	l its strategic intent.
	ANS: T	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: U
21.	Staffing tables provi	ide data o	n external labo	or supp	ly sources.		
	ANS: F	PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: U
22.	Markov analysis is u	used to tra	ack an organiz	ation's	internal supply	of labo	r.
	ANS: T	PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
23.	Core values are the	essence o	of a corporate c	ulture a	and an expressi	on of it	s personality.
	ANS: T	PTS:	1	REF:	pp. 48-49	OBJ:	2-1 TYPE: U
24.	Succession planning may eventually assu			fying, o	developing, and	l trackii	ng key individuals so that they

	ANS: T	PTS:	1	REF:	p. 62	OBJ:	2-4 TYPE: K
25.	SWOT analysis helps analysis.	s execut	ives summariz	e the m	ajor facts and f	orecast	s derived from the external
	ANS: F	PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: K
26.	Corporate strategy for	ocuses o	n domain selec	tion.			
	ANS: T	PTS:	1	REF:	p. 69	OBJ:	2-5 TYPE: K
27.	In international joint	venture	s, the issue of o	culture	is paramount.		
	ANS: T	PTS:	1	REF:	p. 69	OBJ:	2-5 TYPE: A
28.	Dell has been very su	ıccessfu	l utilizing a lov	w cost s	strategy.		
	ANS: T	PTS:	1	REF:	p. 69	OBJ:	2-5 TYPE: A
29.	Southwest Airlines h	as been	very successfu	ıl utilizi	ng a differentia	tion str	rategy.
	ANS: F	PTS:	1	REF:	p. 69	OBJ:	2-5 TYPE: A
30.	In the long run, firms	s must a	pproach outsou	ircing d	lecisions based	on cost	alone.
	ANS: F	PTS:	1	REF:	p. 70	OBJ:	2-5 TYPE: U
31.	Differentiation strate	gy is ba	sed on efficien	cy and	productivity.		
	ANS: F	PTS:	1	REF:	p. 70	OBJ:	2-5 TYPE: U
32.	While unemploymen real challenge for firm		rary by sector, t	the sho	rtage of talent i	n low-s	kill jobs continues to create a
	ANS: F	PTS:	1	REF:	p. 53	OBJ:	2-3 TYPE: U
33.	Organizational struct coordinated.	ure is th	ne framework in	n which	activities of th	e orgar	nization members are
	ANS: T	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: K
34.	Shared values act as	a guidin	g parameter fo	r strate	gic planning.		
	ANS: T	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: K
35.	In unionized firms, la	ayoffs a	re typically bas	sed on p	performance.		
	ANS: F	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: A
36.	The order of employe	ee layof	fs is usually ba	sed on	seniority and/o	r ability	<i>7</i> .
	ANS: T	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: K

37.	rewards and securit		_	•		nt empi	oyees receive the same
	ANS: T	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: U
38.	Markov analysis sh year to the next.	ows the p	percentage of en	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 idenstandards.	tifies the	best practices i	in a giv	en area and est	ablishe	s them as performance
	ANS: F	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: K
40.	The target company	for benc	hmarking does	s not ne	ed to be a comp	petitor.	
	ANS: T	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: U
41.	Calculating separate capital.	ion 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	ecard is a	tool for mappi	ng a fir	m's strategy in	order t	o ensure strategic alignment.
	ANS: T	PTS:	1	REF:	p. 76	OBJ:	2-7 TYPE: K
43.	The quality of fill n the job.	netric 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 hinternal analysis.	nelps exec	cutives summar	rize the	major facts an	d foreca	asts derived from external and
	ANS: T	PTS:	1	REF:	p. 67	OBJ:	2-5 TYPE: A
MUL	TIPLE CHOICE						
1.	The process of setti strategies is called: a. strategic planni b. HR planning. c. job analysis. d. environmental	ng.		ng decis	sions about the	organiz	zation's long-term goals and
	ANS: A	PTS:	1	REF:	p. 46	OBJ:	2-1 TYPE: K
2.	Human resources p a. a technique that b. the process of a out of an organ	t identifie inticipatir	es the critical as			nt of pe	eople into, within, and

	<ul><li>c. the process of set to achieve these</li><li>d. the process of de</li></ul>	objectiv	es.	_		eloping	g 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	s and sul	bstitutes are par	rt of the	eenviror	nment.	
	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		ic purpose of th	e orgar	nization as well	as its s	cope of operations.
	ANS: A	PTS:	1	REF:	p. 47	OBJ:	2-1 TYPE: K
5.	<ul> <li>between 2012 and 20</li> <li>a. Employment groeconomy.</li> <li>b. The number of variety of the percent.</li> <li>c. Approximately of health care and seem of the percent of the percent.</li> </ul>	018.  Towth will workers and the control of the con	l continue to be in the 55 and of all new jos sistance industriants.	e conce lder gro bs crea ry.	ntrated in the so oup is projected ted in the U.S.	ervice-p to groveconom	
	ANS: C	PTS:	1	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 woi		quite v	aluable to a cor	mpany,	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	ing is N	OT a compone	nt of co	rporate culture	?	
	ANS: C	PTS:	1	REF:	p. 56	OBJ:	2-3 TYPE: K
8.	The mission of a cor a. is the systematic b. is the basic purp c. are the strong en d. provides a persp	monito ose of the during b	ne organization peliefs used by	the con	npany to make	decisio	ns

	ANS: B	PTS:	1	REF:	p. 47	OBJ:	2-1 TYPE: K
9.	The strategic vis a. is the system b. is the basic p c. are the stron d. provides a p	natic monitor ourpose of th g enduring b	ring of externa- ne organization peliefs used by	the con	npany to make	decisio	ns
	ANS: D	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: K
10.	The core values  a. is the system  b. is the basic p  c. are the stron  d. provides a p	natic monitor ourpose of the g enduring b	ring of externa- ne organization peliefs and prin	ciples ı	sed by the cor	npany to	o make decisions
	ANS: C	PTS:	1	REF:	p. 48	OBJ:	2-1 TYPE: K
11.	The systematic, a. demand fore b. environment c. exception re d. influence an	ecasting. tal scanning. porting.		r exteri	nal forces influ	encing t	the organization is called:
	ANS: B	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K
12.	Environmental f except: a. economic fa b. demographic c. technologica d. employee tu	ctors. c trends. al changes.			to by organiza	tions in	clude all of the following
	ANS: D	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K
13.	Social concerns a. new process b. innovations c. demographic d. elder care	es					
	ANS: D	PTS:	1	REF:	p. 49	OBJ:	2-2 TYPE: K
14.	The competitive a. new entrants b. suppliers c. rivals d. subordinates	3	t includes all t	he follo	wing <u>except</u> :		
	ANS: D	PTS:	1	REF:	p. 50	OBJ:	2-2 TYPE: A
15.	At the fundamenta. buyers b. suppliers c. customer	atal level, str	ategy focuses o	on creat	ing value	<b>.</b>	

	d. subordinates						
	ANS: C	PTS:	1	REF:	p. 50	OBJ:	2-2 TYPE: A
16.	The examination of ta. environmental sob. a trend analysis. c. a cultural audit. d. behavioral mode	canning.	des and activit	ies of a	company's wo	rkforce	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 invoc. Developing replayed. Quality of fill	ning ventories		ng, and	tracking key in	ıdividu	als for executive positions.
	ANS: A	PTS:	1	REF:	p. 62	OBJ:	2-4 TYPE: U
18.	Questions that might a. Age, race, and ge b. Pay and benefits c. Diversity efforts d. Hiring practices	ender	y be found on a	a cultui	ral audit include	e all of	the following <u>except</u> :
	ANS: A	PTS:	1	REF:	p. 57	OBJ:	2-3 TYPE: A
19.	Integrated knowledge value to customers at a. individual compets. core capabilities. c. human capital. d. organizational co	re known etencies.	ı as:	zation t	hat distinguish	it 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 resour a. difficult to imitat b. valuable. c. organized. d. rare.	_	ove the efficie	ncy or	effectiveness o	f the co	ompany, these are known as:
	ANS: B	PTS:	1	REF:	p. 54	OBJ:	2-3 TYPE: K
21.	Core capabilities are a. delivering custor b. HR expenditures c. human capital de d. technology innov	mer satist evelopme	faction. ent.			very.	
	ANS: D	PTS:	1	REF:	p. 53	OBJ:	2-3 TYPE: K   2-3 TYPE: U
22.	When the knowledge competitors, these re a. difficult to imitat	sources a		a firm	's human resour	rces are	e not equally available to

	<ul><li>b. valuable.</li><li>c. organized.</li><li>d. rare.</li></ul>			
	ANS: D	PTS: 1	REF: p. 54	OBJ: 2-3 TYPE: K
23.		ills not directly rela ific skills directly r are valuable but no	ated to company strategy elated to company strategot to unique	у
	ANS: B	PTS: 1	REF: p. 56	OBJ: 2-3 TYPE: K
24.	With respect to force a. capabilities b. composition c. culture d. coordination	ecasting, which of t	the following is NOT a cr	itical element of planning?
	ANS: D	PTS: 1	REF: p. 57	OBJ: 2-4 TYPE: K
25.	Which of the followa. Weakness b. Threat c. Strategy d. Opportunity	ving is NOT a com	ponent of SWOT analysis	s?
	ANS: C	PTS: 1	REF: p. 67	OBJ: 2-5 TYPE: K
26.		ts of labor demand best practices. ply analyses.		of the following <u>except:</u>
	ANS: B	PTS: 1	REF: p. 80	OBJ: 2-7 TYPE: K
27.	<ul><li>a. Increased empl</li><li>b. A greater numb</li></ul>	oyee productivity. per of employees. eloping or acquiring	ment of organizational gr	owth?
	ANS: D	PTS: 1	REF: p. 68	OBJ: 2-5 TYPE: U
28.	A qualitative appro a. trend analysis. b. the Delphi tech c. soliciting exper d. management for	nique. t opinions.	ecasting can include any o	of the following <u>except</u> :
	ANS: A	PTS: 1	REF: p. 60	OBJ: 2-4 TYPE: K
29.	Trend analysis include. selecting a busing		owing steps <u>except</u> :	

	b. c. d.	comp	ting expert outing a prooning historica	ductivity	ratio.				
	AN	IS: B		PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: K
30.	fac a. b. c.	tors <u>ex</u> intere gross dispo		oduct	es used to pred	ict emp	loyment needs	could i	nclude all of the following
	AN	IS: D		PTS:	1	REF:	p. 59	OBJ:	2-4 TYPE: U
31.	a. b. c.	is a q	uantitative	ease subj methods d statisti	ical tools for fo		ng		
	AN	IS: A		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: U
32.	occ a. b. c. d.	a staf an or a skil caree	g those jobs fing table. ganization of ls inventory r planning.	and fut chart.	ure employme	nt requi	rements is calle	ed:	pers of employees currently
	AN	IS: A		PTS:	1	KEF:	p. 60	OBJ:	2-4 TYPE: K
33.	pro a. b. c.	portio a staf a Ma	ns of those fing table. rkov analys ls inventory	who are					n year to year, with organization is called:
	AN	IS: B		PTS:	1	REF:	p. 60	OBJ:	2-4 TYPE: K
34.	rep a. b. c.	lacemonder stafficer staff			ed to develop _	, wl	hich list current	jobhol	ders and identify possible
	AN	IS: B		PTS:	1	REF:	p. 62	OBJ:	2-4 TYPE: K
35.	ass a. b. c.	ume to target predic succe	ess of identi op-level pos t forecasting cted change ession plann cement sele	itions is g. ing.		trackir	ng key individu	als so t	hat they may eventually

	ANS: C	PTS: 1	REF:	p. 62	OBJ:	2-4 TYPE: A
36.	helps executive analyses.  a. target forecasting b. predicted change c. SWOT analysis. d. replacement selections	Ţ.	e the major facts a	nd forecasts de	rived fr	om 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 strate. d. replacement selections.	ategy.	nly a limited portion	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	s pursued b	y firms include			
	ANS: A	PTS: 1	REF:	p. 69	OBJ:	2-5 TYPE: K
39.	<ul><li>b. is the framework</li><li>c. are formal and in</li><li>d. act as guiding par</li></ul>	in which ac formal proc rameters for	redures that govern r strategic planning	ees are coordin n every day acti g.	vity.	
	ANS: B	PTS: 1	REF:	p. 72	OBJ:	2-6 TYPE: K
40.		in which ac formal proc		ees are coordin n every day acti		
	ANS: C	PTS: 1	REF:	p. 72	OBJ:	2-6 TYPE: K
41.	<ul><li>b. is the framework</li><li>c. are formal and in</li></ul>	in which ac formal proc	ganization will tak etivities of employ redures that govern r strategic planning REF:	ees are coordin n every day acti g.	vity.	2-6 TYPE: K
42.	Layoff decisions: a. can cause manag b. are always determ		cretion to be reduc	ed where layoff	s are b	ased on seniority

c. are made at management's sole discretion

	d.	and employment	rights o	of each individu	ual are	determined by	state lav	W
	AN	S: A	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: K
43.	a. b. c.	off decisions are union membersh department ranki seniority. favoritism.	ip.	tly based on:				
	AN	S: C	PTS:	1	REF:	p. 74	OBJ:	2-6 TYPE: U
44.	a. b. c.		mework	analysis, whic	ch of fo	llowing is NOT	in the	"Hard S" category?
	AN	S: B	PTS:	1	REF:	p. 72	OBJ:	2-6 TYPE: U
45.	a. b. c.	identifying emploidentifying performs the process of identifying performs the process of their the process of estimates and the proc	oyees wormance entifyings	differences wing the best pract	th comparing of a	peting firms a firm in a given		and comparing your
	AN	S: C	PTS:	1	REF:	p. 75	OBJ:	2-7 TYPE: K
46.	a. b. c.	asures of turnover separation costs return on assets earnings per shar training program	e	nclude:				
	AN	S: A	PTS:	1	REF:	p. 91	OBJ:	2-7 TYPE: U
47.	a. b. c.	target forecasting predicted focus. balanced scoreca replacement sele	g. ard	a firm's strateg	y in or	der to ensure st	rategic	alignment is:
	AN	S: C	PTS:	1	REF:	p. 76	OBJ:	2-7 TYPE: K
48.	a. b. c.	e capacity of an or coordination flex predicted focus. organizational ca replacement sele	aibility. apability		ously ac	t and change in	ı pursui	t of competitive advantage is:
	AN	S: C	PTS:	1	REF:	p. 79	OBJ:	2-7 TYPE: K
49.	a.	_ occurs through coordination flex predicted focus.		eallocation of re	esource	s to new or cha	inging r	needs.

	<ul><li>c. organizational c</li><li>d. replacement sele</li></ul>						
	ANS: A	PTS:	1	REF:	p. 79	OBJ:	2-7 TYPE: K
50.	Cross-training, job ra. coordination flex b. predicted focus. c. organizational cad. resource flexibil	xibility. apability		sults in	within th	ne orgar	nization.
	ANS: D	PTS:	1	REF:	p. 80	OBJ:	2-7 TYPE: K
51.	Which of the follow <ul><li>a. financial</li><li>b. planning</li><li>c. customer</li><li>d. process</li></ul>	ing is NO	OT a cell of the	Baland	ced Scorecard	Model?	
	ANS: B	PTS:	1	REF:	p. 76	OBJ:	2-7 TYPE: U
52.	The first step in strata. analyze the comb. interview potent c. review failed plad. establish a missi	petition. ial emplans from	oyees. the past.	or the o	organization.		
	ANS: D	PTS:	1	REF:	p. 47	OBJ:	2-1 TYPE: K
53.	Analysis of external management process a. the second b. the last c. an optional d. the most difficult	S	nities and threa	ts is the	2	_compo	nent of the strategic
53.	management process a. the second b. the last c. an optional	S		REF:		-	nent of the strategic 2-2 TYPE: U
	management process a. the second b. the last c. an optional d. the most difficul ANS: A In the telephone indu	t PTS:	1 obile phones an	REF:	p. 49	OBJ:	
	management process a. the second b. the last c. an optional d. the most difficul ANS: A  In the telephone indu for tr a. companions b. rivals c. substitutes	t PTS:	1 obile phones an 1 firms.	REF:	p. 49	OBJ:	2-2 TYPE: U
	management process a. the second b. the last c. an optional d. the most difficul ANS: A  In the telephone indu for tr a. companions b. rivals c. substitutes d. supplements  ANS: C	t PTS: astry, moraditiona	1 obile phones an 1 firms.	REF: d VOII REF:	p. 49 P (Voice-over-to- p. 52	OBJ:  OBJ:	2-2 TYPE: U rnet 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.

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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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