

Name: _____

Date: _____

Video 8 – Management Fundamentals

Quiz

1. Why should job descriptions/competencies be written?
 - a. It's a time-honored tradition
 - b. Having job descriptions/competencies written down will allow the hiring manager to assess a candidate's qualifications for the position, and also allow for fair comparison between candidates
 - c. They don't need to be written, verbal explanation of competencies is fine
 - d. Writing allows a more creative description of the job

2. Why is a checklist important in the onboarding process?
 - a. It can help to make sure that all planned activities have been done and as a reference for employee reviews
 - b. Having more lists shows increased productivity
 - c. So you know when to stop training an employee
 - d. The employee can learn everyone's name in the facility

3. Money is the number one motivator for employees. (True/False)

4. What does "attention management" mean?
 - a. Thee ability to control distractions and focus on a single task for higher-quality results
 - b. Time is money and everyone pays attention to money
 - c. We should pay attention to time
 - d. Multitasking helps us get more done

5. Consistent leadership presence and holding the team accountable helps employee morale. (True/False)

Answer key:

1. b
2. a
3. False
4. a
5. True