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. The 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