



7. The Employee Performance Evaluation ...
- a. is an insignificant document.
  - b. is among the primary documents used in the assignment of the Virtual Business course grade.
  - c. doesn't provide valuable feedback to employees.
  - d. is only for firing employees.
8. During the Employee Performance Evaluation period ...
- a. a grievance should be filed.
  - b. it's a good idea to be absent often which will result in less stuff to be evaluated.
  - c. employee performance is expected to be superior to non-evaluation periods.
  - d. information and documents are collected to support the evaluation.
9. Jordan consistently fails to meet his job requirements. He is not self-motivated nor is he reliable. His employer is collecting evidence to support employment termination. It is most likely that Jordan will receive an Employee Performance Evaluation rating of \_\_\_\_.
- a. Exceeds Expectations
  - b. Meets Expectations
  - c. Needs Improvement
  - d. Unacceptable
10. Jessica's employee evaluation includes a section concerning her ability to delegate tasks to subordinate employees. Most likely Jessica is ...
- a. an overachiever.
  - b. an underachiever.
  - c. a department manager.
  - d. an entry-level filing clerk.
11. An employee is entitled to see evaluation results ...
- a. after each evaluation is completed.
  - b. once a year.
  - c. only if they request it.
  - d. if they have Internet access.
12. Any employee who wishes to file a complaint must do so ...
- a. within two weeks of the alleged violation.
  - b. before the next evaluation is completed.
  - c. anytime within one year of the alleged violation.
  - d. within five days of the alleged violation.

13. An employee may request an Arbitration Hearing if ...
- a. he or she did not attend the Informal Conference and is happy with the outcome.
  - b. he or she agreed to a resolution, but changed his/her mind.
  - c. he or she did not know what else to do.
  - d. no resolution was agreed upon at the Informal Conference.
14. It is recommended that employee evaluations are conducted ...
- a. weekly.
  - b. bi-weekly.
  - c. monthly.
  - d. annually.
15. The Acknowledgement of Employee Performance Evaluation Criteria should ...
- a. be signed by the employee and placed in the personnel file.
  - b. be signed by the employee and posted on the Internet.
  - c. be signed by a co-worker and filed.
  - d. does not require a signature.