

## HR Information Management Quiz

Now that you've studied and practiced HR information management, let's see how much you remember. Test your knowledge with this simple multiple choice quiz, and then check your work on the answer sheet. Feel free to use the lecture, readings, worksheets, etc. from this module to help guide your answers, if needed. Good luck!

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1. Which of the following is NOT a HR process?
  - A) Onboarding
  - B) Administration
  - C) Termination
  - D) Hiring
  - E) Offboarding
2. A 2018 AIIM study reported that HR processes are:
  - A) Low risk and low value
  - B) Low risk and high value
  - C) High risk and low value
  - D) High risk and high value
  - E) None of the above
3. Three common HR goals when managing employee information include:
  - A) Enabling compliance, reducing cost, improving accessibility
  - B) Enabling compliance, improving cost, reducing accessibility
  - C) Hiring employees, advancing communications, reducing turnover
  - D) Increasing communications, reducing cost, improving accessibility
  - E) Both A and C
4. According to LinkedIn, a four-drawer file cabinet full of employee forms and records will cost an HR manager an average of \$\_\_\_\_\_ per year to maintain.
  - A) 1,500
  - B) 300
  - C) 2,000
  - D) 100,000
  - E) 500

5. Which of the following is an example of employee data collected during onboarding?
- A) Job application
  - B) Performance reviews
  - C) Interview questions
  - D) Resignation letter
  - E) Drug test records
6. What does an HR department manage?
- A) Employee-related data
  - B) Customer service
  - C) Office communications
  - D) Both B and C
  - E) Both A and B
7. What slows down HR processes?
- A) Employees
  - B) Reviews
  - C) Paper
  - D) Both A and C
  - E) Both A and B
8. Fill in the blanks from this SHRM 2017 quote: “An information management system should not just help HR \_\_\_\_\_; it should help employees \_\_\_\_\_”
- A) Work better; organize records
  - B) Work better; organize employees
  - C) Organize training; grow as individuals
  - D) Organize paper; find their records
  - E) Organize records; work better
9. According to SCORE, employee W-4 information should be retained for...
- A) 1 year after taxes are due or paid
  - B) 2 years after taxes are due or paid
  - C) 3 years after taxes are due or paid
  - D) 4 years after taxes are due or paid
  - E) You don't have to retain employee W-4s

10. According to SCORE, employee termination records should be retained for...
- A) 6 months from termination date
  - B) 8 months from termination date
  - C) 1 year from termination date
  - D) 2 years from termination date
  - E) You don't have to retain employee termination records
11. Which of the following is considered "employee-related data"?
- A) Employee applications
  - B) Employee records
  - C) Employee forms
  - D) Employee handbook
  - E) All of the above
12. Which of the following is part of the HR onboarding process workflow?
- A) Training and certifications
  - B) Enroll in payroll and benefits
  - C) Success planning
  - D) Annual review
  - E) All of the above
13. Which of the following is NOT part of the HR offboarding process workflow?
- A) Success planning
  - B) Notify IT
  - C) Send grace package
  - D) Exit interview
  - E) All of the above
14. According to AIIM, 2018, what does it mean for HR processes to be both intelligent AND connected?
- A) The impact of HR processes extends well beyond HR
  - B) HR professionals implementing an information management system that manages paper while saving critical records to a file share network
  - C) Human Capital Management is not actually one process, but a series of connected processes with overlapping information requirements
  - D) Both A and C
  - E) Both B and C

15. According to Bersin's SHRM article, he finds positive results and examples of success in every single case where HR implements an updated system of record because...

- A) This next generation of technology has been designed for the full workforce
- B) Paper records, when managed correctly, are the foundation of HR
- C) HR is always looking for ways to update their information management
- D) Employees appreciate an updated system to keep their records safe
- E) All of the above

## Answer Sheet

Check your work for the HR information management quiz here!

1. B
2. D
3. A
4. B
5. B
6. A
7. C
8. E
9. D
10. C
11. E
12. E
13. A
14. D
15. A