Introduction to HRM and Organization Practice Test (Sample)

Study Guide

BY EXAMZIFY

Everything you need from our exam experts!

Table of Contents

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

• Practice answering questions under realistic conditions,
• Improve accuracy and speed,
• Review explanations to strengthen weak areas, and
• Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

1. Getting others to get the job done; maintaining morale; motivating subordinates describes which function?

   A. Leading

   B. Planning

   C. Controlling

   D. Managing

2. Which term refers to the process of getting performance to align with predefined standards and taking corrective actions?

   A. Controlling

   B. Planning

   C. Leading

   D. Organizing

3. Which term corresponds to the definition: pattern of values, norms, beliefs, attitudes and assumptions that may not have been articulated but shape the ways in which people in organisations behave and things get done?

   A. Organizational Culture

   B. Values

   C. Norms

   D. Organizational Climate

4. What term describes a manager's tool that presents HR information through graphs and charts on a digital display?

   A. DIGITAL SCOREBOARD

   B. HR VISUALIZER

   C. DATA DASHBOARD

   D. GRAPHIC REPORT

5. Which term refers to feelings that arouse people and influence behavior, such as anger, fear, sadness, joy, anticipation, and acceptance?

   A. Emotions

   B. Personality

   C. Attitude

   D. Work System

6. **Which concept refers to centers within the company that provide specialized expertise, such as in organizational change?**

   A. Centers of Expertise

   B. Embedded HR teams

   C. Corporate HR Group

   D. Shared Services

7. **Which term is described as the study of the structure, functioning, and performance of organisations and the behaviour of groups and individuals within them?**

   A. COMMUNICATION

   B. Organizational Behavior

   C. Organization

   D. Organizing

8. **Which term describes the trend of HRM tasks being redistributed from the central HR department to individual departments?**

   A. DISTRIBUTED HR

   B. CENTRALIZED HR

   C. OUTSOURCED HR

   D. HYBRID HR

9. **Which term corresponds to the discipline focused on evaluating the perspectives and backgrounds of all parties?**

   A. Critical Evaluation

   B. Ethical Practice

   C. Global and Cultural Effectiveness

   D. Consultation

10. Which term is an approach to organizing work that combines flexibility, autonomy, and collaboration, in parallel with optimizing tools and working environments for employees?

A. Smart Working

B. High-Performance Working

C. Job Enrichment

D. Organizational Diagnosis

Answers

1. A
2. A
3. A
4. A
5. A
6. A
7. A
8. A
9. A
10. A

Explanations

1. **Getting others to get the job done; maintaining morale; motivating subordinates describes which function?**

   A. Leading

   B. Planning

   C. Controlling

   D. Managing

Getting others to get the job done, maintaining morale, and motivating subordinates is all about guiding and influencing people to perform and stay engaged. This is leading. Leading focuses on shaping direction, communicating expectations, energizing the team, and handling interpersonal dynamics to keep motivation high and objectives within reach. Planning concentrates on deciding what to do and how to do it, while controlling centers on monitoring performance and making adjustments. Managing is a broad term that can include coordinating resources, but the specific tasks described—driving effort and sustaining morale—fit the relational, motivational aspect of leading best.

2. **Which term refers to the process of getting performance to align with predefined standards and taking corrective actions?**

   A. Controlling

   B. Planning

   C. Leading

   D. Organizing

Controlling focuses on getting performance to align with predefined standards and taking corrective actions. It starts with setting performance standards and measuring actual results, then comparing the two to spot any gaps. When deviations appear, corrective actions are taken to bring performance back on track—this might mean adjusting processes, providing additional training, reallocating resources, or revising targets. This ongoing feedback loop ensures that what's being done actually meets the planned objectives. The other functions play different roles: planning sets goals and routes to achieve them; organizing arranges resources; leading guides and motivates people. Controlling is the mechanism that closes the gap between actual performance and standards.

3. Which term corresponds to the definition: pattern of values, norms, beliefs, attitudes and assumptions that may not have been articulated but shape the ways in which people in organisations behave and things get done?

A. Organizational Culture

   B. Values

   C. Norms

   D. Organizational Climate

Organizational culture is the pattern of values, norms, beliefs, attitudes and assumptions that may not be articulated but shape how people in organisations behave and how things get done. It goes beyond what people say they value or how they currently feel about the workplace; it consists of deeply shared, often unconscious understandings that guide action across situations. You can see it in the stories people tell about the organisation, the rituals and language used, and the unwritten rules that influence decisions and everyday conduct. This description fits best because it captures the enduring social fabric that quietly drives behavior and outcomes, not just surface-level perceptions. Values are important and may be stated, but culture includes the underlying beliefs and assumptions that remain even when explicit values shift. Norms describe expected behaviors, but culture encompasses those norms as part of a broader system of meaning. Organizational climate refers to the current atmosphere and perceptions of the work environment, which can change more readily; culture is deeper and more ingrained. So, the term that matches the definition is organizational culture.

4. What term describes a manager's tool that presents HR information through graphs and charts on a digital display?

A. DIGITAL SCOREBOARD

   B. HR VISUALIZER

   C. DATA DASHBOARD

   D. GRAPHIC REPORT

Data dashboard. A manager's tool that shows HR information as graphs and charts on a digital display is best described as a data dashboard. It gathers HR metrics—like turnover, headcount, time-to-fill, and training completion—and presents them in interactive visuals, enabling quick interpretation and data-driven decisions. A digital scoreboard is more about real-time scoring in other contexts, while HR visuals or graphic reports aren't the standard, interactive way to consolidate and explore HR data.

5. Which term refers to feelings that arouse people and influence behavior, such as anger, fear, sadness, joy, anticipation, and acceptance?

A. Emotions

B. Personality

C. Attitude

D. Work System

Emotions are the feelings that arise in response to events and can drive behavior. The items listed—anger, fear, sadness, joy, anticipation, and acceptance—are classic examples of emotional states. They are temporary, affective experiences that influence how a person thinks, decides, communicates, and acts in the moment. Personality refers to stable, long-term traits that shape overall behavior; attitude is a person's evaluative stance toward something; a work system is the organized set of tasks and processes in an organization. So emotions best match the described concept.

6. Which concept refers to centers within the company that provide specialized expertise, such as in organizational change?

A. Centers of Expertise

B. Embedded HR teams

C. Corporate HR Group

D. Shared Services

Centers of Expertise are specialized hubs within an organization that house deep knowledge in areas like organizational change, talent development, or compensation. They develop standardized methods, playbooks, and tools that can be used across the company, ensuring consistent approach and high-quality guidance. When a change initiative arises, the COE provides subject-matter expertise, helps design the change framework, and supplies training and communications resources, supporting HR business partners and managers to apply expert guidance at scale. This focus on depth and standardized practices for complex topics is what sets them apart from embedded HR teams, which operate within individual business units for day-to-day HR support; the corporate HR group, which handles policy and governance at a central level; and shared services, which delivers transactional HR tasks like payroll and benefits processing.

7. Which term is described as the study of the structure, functioning, and performance of organisations and the behaviour of groups and individuals within them?

A. COMMUNICATION

B. Organizational Behavior

C. Organization

D. Organizing

Organizational Behavior examines how individuals and groups act within work settings and how that behavior influences how an organization is structured, functions, and performs. It pulls from psychology, sociology, and related fields to understand motivation, leadership, decision making, communication, team dynamics, and culture, all within the workplace. The description given—studying the structure, functioning, and performance of organizations along with the behavior of groups and individuals inside them—fits Organizational Behavior best because it centers on people and groups driving organizational outcomes. Communication, while essential to how people interact, is a specific process rather than the broad field that analyzes behavior and performance in organizations. An organization is the entity being studied or managed, not the discipline itself. Organizing is the act of arranging tasks and resources to achieve goals, not the study of behavior and performance.

8. Which term describes the trend of HRM tasks being redistributed from the central HR department to individual departments?

A. DISTRIBUTED HR

B. CENTRALIZED HR

C. OUTSOURCED HR

D. HYBRID HR

Distributing HR tasks from the central HR department to individual departments is described as distributed HR. This approach shifts day-to-day HR responsibilities—like recruitment, onboarding, performance management, and learning coordination—from a central team to the managers and teams within each department. The central HR function then focuses more on policy, governance, and strategic guidance, while line managers handle the local, day-to-day HR needs. This differs from centralized HR, where most activities stay within a single HR unit; outsourced HR, where external providers handle functions; and hybrid HR, which blends centralized control with some decentralization. Distributed HR best captures the idea of pushing authority and tasks out to the department level to better fit local context and needs.

9. Which term corresponds to the discipline focused on evaluating the perspectives and backgrounds of all parties?

A. Critical Evaluation

B. Ethical Practice

C. Global and Cultural Effectiveness

D. Consultation

Evaluating the perspectives and backgrounds of all parties centers on analyzing multiple viewpoints and the contexts behind them. This aligns with critical evaluation, which trains you to assess evidence, identify assumptions, compare different frames of reference, and weigh competing claims before forming a judgment. In HRM and Organization Practice, applying this approach means considering how diverse backgrounds shape stakeholders' positions, anticipating biases, and justifying decisions with balanced reasoning. While other areas address ethics, cultural effectiveness, or facilitating input, they don't focus on the disciplined analytic process of weighing perspectives from all sides to reach well-supported conclusions—the core idea of critical evaluation.

10. Which term is an approach to organizing work that combines flexibility, autonomy, and collaboration, in parallel with optimizing tools and working environments for employees?

A. Smart Working

B. High-Performance Working

C. Job Enrichment

D. Organizational Diagnosis

Smart Working is about organizing work so people can choose where, when, and how they work, while using the right tools and a supportive environment to collaborate effectively. It blends flexibility (varying hours and locations), autonomy (empowering employees to shape their own approach), and collaboration (team-based goals and shared problem-solving) with optimizing the tools and physical/workspace setups that enable work. This combination directly matches the idea of enabling flexible, autonomous, and collaborative work alongside strong tools and environments for employees, making it the best fit. High-Performance Working centers on a broad set of HR practices designed to raise organizational performance, but it doesn't specifically emphasize flexible work arrangements or optimizing tools and environments. Job enrichment focuses on making a job more meaningful and autonomous in content, yet it doesn't inherently cover collaboration or the broader systems and tools that support modern flexible work. Organizational diagnosis is about assessing how an organization functions and identifying problems, not about a particular approach to organizing work.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://introtohrmandorganization.examzify.com

We wish you the very best on your exam journey. You've got this!