

Job Descriptions Practice Test Questions and Answers

1. What does a job description serve as?

- A) Teaches a new skill to the employees
- B) Oversees the recruitment process
- C) Communicate job tasks and responsibilities
- D) Make sure that employees are working properly

2. When should a job description be revised?

- A) Only when creating a new position
- B) When the role's duties, requirements, or reporting structure change significantly
- C) Every 10 years during compliance audits
- D) Only when HR requests it

3. What is the purpose of a job description?

- A) set expectations
- B) Recruitment
- C) Performance Appraisal
- D) All of the above

4. What elements of a job description are typical?

- A) Required knowledge, skills and abilities
- B) Required Education and Experience
- C) Job Information
- D) All of the above

Answers: 1-C 2-B 3-D 4-D

For More Job Descriptions Questions and Answers FREE, Job Descriptions Online Prep Training, Job Descriptions Exam, Job Descriptions Study Guide, Job Descriptions Flashcards, Job Descriptions Quizzes visit:

Job Descriptions Practice Test