

# OMST Practice Test Questions and Answers

## 1. What is a project 'milestone'?

- A) The total project budget
- B) A significant checkpoint or deliverable marking progress
- C) A list of all project tasks
- D) The final project deadline only

## 2. An exit interview is conducted to:

- A) Terminate an employee's benefits
- B) Gather feedback from departing employees to improve the workplace
- C) Assign remaining workload to the departing employee's team
- D) Negotiate a final salary payment

## 3. A tickler file is best described as:

- A) A confidential personnel folder
- B) A chronological follow-up reminder system
- C) A backup file for lost documents
- D) A subject-based reference collection

## 4. The I-9 form is used by US employers to:

- A) Report new hires to the IRS
- B) Verify an employee's identity and work authorization
- C) Enroll employees in benefits
- D) Document disciplinary warnings

**Answers: 1-B 2-B 3-B 4-B**

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