### Directions:Answer True or False to the following questions.

1. \_\_\_ It is estimated that replacing a full-time private-sector employee costs at least 25 percent of that employee’s total annual compensation.
2. \_\_\_ When the economy in your area is down and there is significant unemployment, you may have to offer increased compensation or benefits incentives to attract quality applicants as you will be in stiff competition with other employers to attract qualified applicants.
3. \_\_\_ The ADA requires accommodation by employers so that a disabled applicant has equal opportunity to apply for job openings, regardless of the nature of the accommodation.
4. \_\_\_ You must be aware of all civil rights requirements regarding applicant recruiting because many states and local communities have passed legislation that extends discrimination protection beyond the scope of federal laws.
5. \_\_\_ It would seem prudent to use employee referral programs sparingly because the EEOC warns that relying on word-of-mouth recruiting may be =discriminatory.
6. \_\_\_ Even though Internet recruiting may speed up the application process, it still requires trained HR staff to screen all applications and administer selection tests.
7. \_\_\_ In spite of all the new innovations in recruitment, newspaper ads are still the one best method to generate a pool of qualified applicants.
8. \_\_\_ Many organizations use promotion from within as a motivation tool and a reward for good work or longevity with the organization.
9. \_\_\_ The most common method to find qualified applicants from inside the organization is the grapevine.

10. \_\_\_ Generally, the more technically specific the job, the broader the geographic area of

recruitment.