**Bus304 Engineering Management – Quiz - Week 4/5,**

1. You are ready to pursue employment opportunities as you complete your university years and are in the process of developing a resume. What are the five main heading and seven components that should be included in your resume.

**The five main heading components that should be included in your resume are Heading, Objective, Education, Skill, and Experience. The seven components that should be included are as follows, Professional affiliations, Honors, awards and activities, Campus/community involvements, Leadership activities, Foreign Language proficiency, Computer applications, and volunteer experience.**

2. List the seven possible categories that could be included in Professional Experience

**Your slides showed 6 possible categories that could be included in your Professional Experience which are Related employment (full-time or part-time), Internships (paid or unpaid), Co-op, Summer jobs, Volunteer/Service learning, Senior projects or academy research.**

3. What are the 5 different types of correspondence that you will have to consider when applying for a job, which one do you believe is the most critical …. And why.

**The 5 different types of correspondence that you will have to consider when applying for a job are. Employment application, campus interview, reference checks, site visits, and starting salary. To me the most critical of these is the site visit, this is your opportunity to learn more about the company you may be working for. You can get a sense for the working environment as well as have specific questions about the company answered. It is important to make sure of a healthy work place environment because you could be spending years of your life there.**

4. List the various names that described the value of people to an organization. Discuss the impact of human capital to a technical focus organization as indicated in the Power Point discussion in class.

**Words to describe how important people are to organizations are Human Resources, Human Capital, Intellectual Assets, and Talent Management. Human capital is intangible and cannot be managed the way organizations manage jobs, products, and technologies. The value of someone who has not only been in the industry for a long time but with the company for a long time is hard to quantify but is extremely valuable. Having someone with a wide base of knowledge as well as good standing relationships with customers and understands how the company wants to represent itself is invaluable and hard to replace. There is no easy way to recover experience once it is gone.**

5. List and discuss the three tools HRM uses to identified Internal Demand Forecasting as indicated in the Power Point discussion in class.

**Skill Inventories which are files of personnel education, experience, interests, skills, etc., that allow managers to quickly match job openings with employee backgrounds. Replacement Charts which are listings of current jobholders and persons who are potential replacements if an opening occurs. Succession Planning is the process of identifying, developing, and tracking key individuals for executive positions.**

6. What type of organizations fall under the jurisdiction of the Civil Rights Act of 1994 as discussed in class.

**All private employers in interstate commerce who employ fifteen or more employees for twenty or more weeks per year. State and local governments also fall under the jurisdiction of the Civil Rights Act of 1994. Private and public employment agencies, including the U.S Employment Service. Joint labor-management committees that govern apprenticeship or training programs. Labor unions having fifteen or more members or employees. Public and private educational institutions. Foreign subsidiaries of U.S organizations employing U.S citizens.**

7. In class the power point discussion outlined three different types of sexual harassment, give a short description of what they are and their application on a business.

**Quid Pro Quo Harassment occurs when “submission to or rejection of sexual conduct is used as a basis for employment decisions.” And involves a tangible or economic consequence, such as a demotion or loss of pay. Hostile environment occurs when unwelcome sexual conduct “has the purpose or effect of unreasonably interfering with job performance or creating an intimidating, hostile, or offensive working environment.” Examples being dirty jokes, vulgar slang, nude pictures, swearing, and personal ridicule and insult constitute sexual harassment when an employee finds them offensive. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the working environment. An employer is considered guilty of sexual harassment when the employer knew or should have known about the unlawful conduct and failed to remedy it or to take corrective action or if the employer allows nonemployees to sexually harass employees.**