Question1: One of Comerica's clients is hosting an open house that includes a raffle for some free airline tickets. If I win, can I accept the tickets?

Expected Answer:

Illustrative Scenarios:

Q. One of Comerica's clients is hosting an open house that includes a raffle for some free airline tickets. If you win, can you accept the tickets?

A. No. You must not accept gifts/prizes from any person or entity that does business with Comerica, except as permitted by Comerica's Gift/Prize Policy. Gifts/prizes include, but are not limited to:

- Favors, gratuities, or services
- Discount or price concessions
- Inheritances or loans made on preferential terms
- Fees, compensation, securities, real property, or anything else of value, whether or not a skill was involved in winning the prize (e.g., low golf score)

If you do receive unsolicited gifts/prizes of this nature that are impermissible under the Gift/Prize Policy, you must either inform the party that, per Comerica's policy, you are unable to accept the gift, or you must arrange for it to be donated to charity in the manner set forth in the Gift/Prize Policy. Gifts of nominal value such as items bearing the third party's logo (for example, hats, pens, clothing, etc.) may be accepted.

Question2: At City of Fond du Lac, what is the criteria that i have to fulfill as working atleast 20 hours per week to receive compensation for holidays?

Expected Answer:

Paid Time Off

Holidays & Floating Holidays

Eligibility
All full-time and part-time employees working at least 20 hours per week are eligible to receive compensation for holidays; temporary or limited-term employees are not eligible. The Holiday calendar for a given year is published in the fall of the year before with the specific holiday schedule. This is the general list of holidays.

- New Year's Day	- Labor Day	- Christmas Eve (1/2 day)
- Memorial Day	- Thanksgiving Day	- Christmas Day
- Independence Day	- Day after Thanksgiving	- New Year's Eve (1/2 day)

If a holiday falls on a Saturday, the preceding Friday shall be considered the observed holiday just as Monday will be considered for holidays falling on a Sunday.

Question3: What are the details i have to add in "Employee Information" section of the Employee Appraisal Form for the University of Texas, and what is the Rating Key they have provided?

Expected Answer:

Employee Appraisal Form

EMPLOYEE INFORMATION

Last Name	First Name	Employee ID

Position Title	Department	Is this person a supervisor?
		☐ Yes ☐ No

EVALUATION INFORMATION		EVALUATION TYPE		
Appraisal Period Start Date	Appraisal Period End Date	☐ Probation [90 days]	☐ Ending Probation [150 Days]	☐ Annual Review

RATING KEY

[EP - 5]	Exceptional Performance	Accomplishments are consistently above expected level of essential job requirements.
[PE - 4]	Periodic Exceptional Performance	Meets and is above satisfactory performance standards at times. Job performance is satisfactory, acceptable and sometimes above expectations.
[SP - 3]	Satisfactory Performance	Meets established objectives in a satisfactory and adequate manner.
[IP - 2]	Inconsistent Performance	Performance is at an inconsistent level. Performance requires correction in some areas in order to successfully meet job requirements. Performance requires a high degree of supervision.
[UP - 1]	Unsatisfactory Performance	Performance is at level below established objectives with the result that overall contributions are marginal and substandard. Performance requires a high degree of supervision and immediate corrective action.

Question4: As per the Recruitment section of the employee handbook, what is my reward if i someone is recruited from my referral in a hard-to-fill role?

Expected Answer:

Referrals

If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If we end up hiring your referred candidate, you are eligible for [*$3000*] referral bonus or [*a trip to a destination of your choice/ Amazon coupons*.] Our employee referral rewards may be higher if we hire your referred candidate in a hard-to-fill role. For example, if we hire your referral for the position of [*Data Scientist*], you may receive [*$6000*.]

Question5: What are my duties as a supervisor, before the start date, when onboarding new employees at the university of houston?

Expected Answer:

SUPERVISOR/DEPARTMENT DUTIES (BEFORE START DATE)

- ☐ Assure background check and other paper work has been completed.
- ☐ Confirm start date
- ☐ Send welcome email (template)
  - ○ When to report to the department
  - ○ Who to ask for and where to report
  - ○ What to wear and what to bring
- ☐ Expectations for the first day
- ☐ Introduction packet if there is a large delay between offer and start date
- ☐ Regular communication
- ☐ Provide position, department & University information
- ☐ Set up workspace as move-in ready
  - ○ Contact IT for computer and phone set up
  - ○ Contact Access Control for keys
  - ○ Order any uniforms, equipment, or supplies needed
  - ○ Clean and set up office
  - ○ Print off an order sheet
- ☐ Order business cards
- ☐ Create a first week schedule
- ☐ Print off the New Hire Online Training list
- ☐ Select a "buddy" for the new employee and ensure the "buddy" is comfortable with the responsibility (See pages 6-7)
- ☐ Set calendar invites for important people to meet
- ☐ Complete ePAR (Electronic Personnel Action Request)
- ☐ Register New Hire for New Hire Orientation

Question6: What are the productivity measures if i want to work remotely and are there any meetings i have to attend if i am working remotely?

Expected Answer:

Productivity Measurements

Performance evaluation and productivity for remote employees will be consistent with that received by employees working from the Central office in both content and frequency but will focus on work output and completion of objectives.

Remote employees are not exempt from regularly scheduled meetings. Below is a list of required /mandatory meetings all remote employees are required to participate in.

- Supervisor Meetings

  Supervisors are required to meet one on one with their direct reports once a week. This meeting gives employees an opportunity to update their manager on current projects, discuss any pain points in their work area and give a general overview of how they are doing professionally and personally. This is also a time for the manager to build a relationship, give positive and constructive feedback on the employee's work, and provide course corrections where needed.

- Vice President Meetings

  Vice President's (VP's) are permitted to attend all meetings in person or virtually. VP's are exempt from attending meetings when on approved PTO.

  ➔ Weekly CEO Meeting
    Comp Time may not be taken during the weekly scheduled CEO meeting.
  ➔ Weekly All Staff Meeting
    Comp Time may not be taken during the weekly scheduled All Staff meeting.

Question7: While on the topic of cyber security, in what ways can i be exploited via Emails?

Expected Answer:

Chapter 2: Email Threats

Social Engineering Inboxes and VoiceMail

Social engineering is non-technical, malicious activity that exploits human interactions to obtain information about internal processes, configuration and technical security policies in order to gain access to secure devices and networks. Such attacks are typically carried out when cybercriminals pose as credible, trusted authorities to convince their targets to grant access to sensitive data and high-security locations or networks.

An example of social engineering is a phone call or email where an employee receives a message that their computer is sending bad traffic to the Internet. To fix this issue, end users are asked to call or email a tech support hotline and prompted to give information that could very likely give the cybercriminal access to the company's network.

Phishing Email Compromises

One of the most common forms of social engineering is email phishing—an attempt to acquire sensitive information such as usernames, passwords and credit card data by masquerading as a trustworthy entity. Phishing is likely the #1 primary email threat employees need to focus on.

Such emails often spoof the company CEO, a customer or a business partner and do so in a sophisticated, subtle way so that the victim thinks they are responding to a legitimate request.

Among the reasons these scams succeed are the appearance of authority—staffers are used to carrying out CEO instructions quickly. That's why phishing can be so easy to fall victim to.

Question8: what are the user access control guidelines for system access control policy of the company?

Expected Answer:

3. User Access Control

- Control over access to the Company's information systems and services must cover from the initiation of users' permissions to their termination.

- Requests to access the Company's information systems must be reviewed and approved according to the procedures ISMS-PC-01 User Access Request Procedure.

- Only authorized users have the access to the Company's information systems, and access rights must be restricted to the appropriate level according to work responsibilities following the "Least Privilege" principle. Additionally, there must be appropriate Segregation of Duties among employees to prevent any individual from accessing systems beyond their job responsibilities. The Company reserves the right to change, restrict, or revoke user access rights as deemed necessary at all times.

- Each authorized user must have their own user account and must use that account throughout their tenure with the Company. User accounts must be deactivated when the user is no longer employed by the Company. The use of shared user accounts must comply with ISMS-PC-07 Share User Account Procedure.

Question9: What are the Unacceptable use scenarios of technology devices at workforce central?

Expected Answer:

Unacceptable Use

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of WorkForce Central authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing WorkForce Central-owned resources.

The lists below are by no means exhaustive, but an attempt to provide a framework for activities which fall into the category of unacceptable use. The following activities are strictly prohibited, with no exceptions:

- System and Network Activities:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by WorkForce Central.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which WorkForce Central or the end user does not have an active license is strictly prohibited.
- Only authorized WorkForce Central staff have access to data, servers, or accounts.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The WorkForce Central IT Team must be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Question10: how can i create expense report procurement card for COncur Travel and Expense System?

Expected Answer:

Step-by-Step Guide
Procurement Card Expense Report:
Step 1 – Creating the Expense Report

In the Concur Travel & Expense System, create a Procurement Card expense report to reconcile your Procurement Card expenses on a monthly basis. Procurement Card expenses can be added to the expense report – and expense information edited – throughout the month. **You should submit only one Procurement Card expense report per month.**

A Procurement Card expense report is created by completing the Report Header page.

> Are you creating this expense report on someone's behalf? If so, you must first act as that person's delegate. Refer to the Step-by-Step Guide Acting as a Delegate or Travel Arranger for further information.

Begin by accessing Concur via your campus portal. Locate your **CU Resources** section and, under the **Business Applications** area, select the **Concur Travel & Expense System** link.

From the **Active Work** section of your Concur home page, click the **New Expense Report** tab.

Active Work				
New Expense Report	View Reports			
Expense Reports (1)	Authorization Requests (0)			
Report Name	**Status**	**Payment Status**	**Report Date**	**Requested Amount**
test	Not Submitted	Not Paid	08/09/2011	USD 50.00