343. Answer question solely on the basis of the following information. When a new employee is hired at the law ﬁrm,a human resources representative should take the following steps on the employee’s ﬁrst day of work. 1. Greet the employee in the reception area and offer him coffee or tea. 2. Take the employee back to the human resources ofﬁce and have him complete a general information questionnaire, a healthcare insurance form, and a tax form. 3. Take a photograph of the employee for his identiﬁcation card. 4. Issue the employee a temporary identiﬁcation card. 5. Walk the employee to the department in which he will be working and introduce him to his colleagues. 6. Bring the employee to his ofﬁce or cubicle. NOW … It is Kate Milford’s ﬁrst day of work as a paralegal at the law ﬁrm of Jasper,Jenkins & Mead. Taylor Franklin,the human resources manager,greets Kate in the reception area and gets her a cup of tea as they walk back to the human resources ofﬁce.Taylor asks Kate to sit at a table and ﬁll out three forms.While Kate completes the forms,Taylor checks her messages and asks her secretary to conﬁrm a meeting she has for later that morning.Taylor then takes a photograph of Kate that will be used on her company identiﬁcation card.As Taylor walks Kate over to the paralegal department, she tells her that the identiﬁcation card should be ready in a couple of days.Taylor introduces Kate to her new colleagues,who all greet her quite warmly,and then shows her to her new cubicle,jots down her phone extension,and says that Kate should call her if she has any questions at all. Taylor Franklin’s actions were a. proper, because she is the human resources manager and knows how to greet a new employee. b. improper, because she did not spend enough time making sure that Kate was comfortable. c. proper,because she told Kate that she should feel free to call her ifshe had questions. d. improper, because she did not issue a temporary identiﬁcation card.