

Name: _____

ETHICS FOR THE HR PROFESSIONAL POST-TEST

The purpose of this assessment is to identify areas of continued training emphasis. Please circle the correct answer.

<p>1. Ethics refers to a set of principles, or a philosophy that drives them, which guide our decisions about right and wrong in the workplace.</p>	<p>True False</p>
<p>2. <i>Circle all that apply.</i> Examples of WSU HR professional ethics include:</p> <ul style="list-style-type: none"> a. Remaining abreast of legislation governing our work with employees b. Modeling behaviors that promote the highest ethical standards c. Participating in continued professional development activity such as self-study, professional association involvement or formal education/certification d. All of the above 	
<p>3. Match the appropriate federal law with its description:</p> <ul style="list-style-type: none"> e. Protects personal financial information f. Protects a wide range of personal education records and information about current and former students g. Governs the use of protected health information including physical and mental health, treatment and payment for healthcare h. Permits employees to review personnel records and prescribes what may be contained in personnel records 	<p>Family Educational Rights and Privacy Act (FERPA)</p> <p>Health Insurance Portability and Accountability Act (HIPAA)</p> <p>Gramm-Leach-Bliley Act (GLBA)</p> <p>Bullard-Plawecki Employee Right to Know Act</p>
<p>2. It is acceptable to keep confidential data on a shared office laptop without password protection so long as only office employees who have authorization to this information have access to use it.</p>	<p>True False</p>
<p>3. A hiring manager has asked you to find a way to hire the candidate he/she wants most to fill a particular job. You notice that there is another, more qualified candidate based upon the search committee's interviewing notes. Your only ethical obligation is to explore the hiring manager's decision process and caution this hiring manager about the consequences of moving forward.</p>	<p>True False</p>
<p>4. You're striving to fill a position that has remained opened for six</p>	

<p>months. After an unsuccessful local and national search, you opt to recruit passive candidates with a much more appealing message about this job opportunity than reality warrants. After all, you reason, running a misleading recruitment advertisement places only you at risk for this ethical compromise.</p>	<p>True False</p>
<p>5. An instructor at WSU also owns a painting company that he runs privately out of his house. During the summer, the paint business gets very busy and it is necessary to hire more painters. Several students from his current summer course wants to work part-time for him. Can he hire his current students?</p> <ul style="list-style-type: none"> a. Yes, because the private painting business is run completely on his own time b. Yes, because the students are not related to him c. No, because his currently regulates the summer school students d. No, because if he gave a job to one student, he would have to give a job to all of them. 	
<p>2. A history teacher has published the quintessential book on Michigan's historical key players and it is a required text for her course. Can she make a profit on the sale of this book to her students?</p> <ul style="list-style-type: none"> a. No, not if the teacher has made the decision to require the book for her class b. Yes, because the book is by far the best one available for our students c. Yes, because the sales won't be very high due to the size of the class d. Yes, because WSU encourages faculty publishing 	
<p>3. Circle the correct WSU University policy/policies to reference when interacting with an employee who is demonstrating the behavior noted below. More than one policy may be circled as needed.</p> <p><i>Key:</i> 07-2 Confidential Information, 00-1 Acceptable Use of Information Technology Resources, 08-1 Conflict of Interest Disclosure, 3.9 Nepotism</p>	
<p>a. Sending emails that a reasonable person would find to be harassing</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>
<p>b. Using a University computer on off-hours for running a personal business</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>
<p>c. Sending confidential information through email without encrypting the file or using password protection first</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>
<p>d. Obtaining access to unauthorized University information</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>
<p>e. Utilizing one's role to help advance the career of a family member or friend</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>
<p>f. Seeking performance appraisal feedback from an employee who (unknowingly) was found to be related to the individual for</p>	<p>07-2 / 00-1 / 08-1 / 3.9</p>

whom the feedback was sought	
g. Obtaining the use of a meeting room monthly at McGregor for no charge to host your personal interest club	07-2 / 00-1 / 08-1 / 3.9
h. Reading the email left open on your colleague's computer	07-2 / 00-1 / 08-1 / 3.9
i. Installing free-ware on your computer (software that is free to public but requires a work-around normal IT department channels)	07-2 / 00-1 / 08-1 / 3.9
j. Helping a family member obtain a contract to cater the department annual holiday party	07-2 / 00-1 / 08-1 / 3.9
k. Sharing confidential information to a newspaper in an effort to communicate news to help the union for which he/she participates	07-2 / 00-1 / 08-1 / 3.9
l. Overlooking inconsistencies in a background check in an effort to hire the hiring manager's favored employee	07-2 / 00-1 / 08-1 / 3.9
m. Discussing the personal matters of an employee in the region over lunch in a voice loud enough for a colleague to overhear and share with you.	07-2 / 00-1 / 08-1 / 3.9