**Self-Administered Manager/Supervisor HR Awareness Challenge**

**A quick glimpse into your skills and abilities will help you become a more effective manager; and provide you a better understanding of your overall role in your organization. All Managers could help facilitate human resource or people management – but, only the right tools and resources can make this feasible.**

***Take this quiz and see where you score on some important matters that indicate what could help you become a more Effective Manager.***

1. **What determines if I am a competent manager/supervisor?**
2. My performance review reflects this
3. I know I am
4. The Occupational Health & Safety Act requires it (For Ontarians Only)
5. All of the above
6. **One of my employees is repeatedly presenting me with a doctor’s note for excessive absenteeism. I respond with:**
7. I am going to terminate your employment
8. I am going to expect you to have your physician complete an FAF (Functional Abilities Form)
9. I am going to change your schedule
10. I am going to place you on a medical leave of absence
11. **I overheard one of my employees talk about forming a union:**
12. I confront the employee and discipline her
13. I recommend that the employee be terminated
14. I inform the president of the company
15. I investigate the matter further
16. **I was on a weekend retreat with my team of men and women. One of the women advised me she was sexually harassed by one of the men. I then:**
17. asked for a formal complaint with the appropriate level of follow up investigation
18. demanded that I know who the person was in order to immediately terminate his employment
19. discouraged further discussion as it was away from the workplace
20. asked if other people were involved
21. **Georgina has been doing a terrific job for me. I wish to give her a special wage increase. What should I be concerned about?**
22. Will she keep it a secret?
23. What will others think about this should it be discovered?
24. Will it create any inequities in rates of pay?
25. All of the above
26. **John has volunteered to work extra hours each week at straight time. It sounds like a win/win situation. My decision is:**
27. Accept the arrangement
28. Accept the arrangement and ask him to sign a waiver
29. Reject the idea as it doesn’t seem right
30. Reject the idea as I can not opt out of minimum standards
31. **I have been instructed to clear up the backlog of vacations in my department. I therefore:**
32. Advise all employees to “use them or lose them”
33. Schedule the vacations earned to date
34. Devise a plan to have all employees schedule their previous year’s earned vacation within a prescribed period of time
35. Go back to my boss to allow vacations to be carried over
36. **I have been calling my employee to return to work from layoff. He refuses to come to work because he feels it is unsafe during the pandemic. I respond with:**
37. All public health safety protocols are in place along with obligations under the occupational health & safety act and should you choose not to return, it will be considered a resignation
38. Let me know when you feel it will be safe
39. No problem, I’ll get someone else
40. All safety protocols are in place and you must report to work or you are fired
41. **When I hire someone, what should I consider?**
42. An interview
43. Completed reference checks
44. A criminal background check
45. A psychometric assessment
46. All of the above
47. **We just completed our employee satisfaction survey. Your results were below other departments. You were instructed to deal with them. In turn you:**
48. Drilled down in all comments to identify who has responded negatively
49. Challenged the findings as truly not representative of the employee opinions
50. Devise a plan to address the results of the survey
51. Had someone else do a feedback session with the employees
52. Conducted a feedback session about results and followed any appropriate recommendations offered

**Answer Key**

|  |  |
| --- | --- |
|  | **D** |
|  | **B** |
|  | **C** |
|  | **A** |
|  | **D** |
|  | **D** |
|  | **C** |
|  | **A** |
|  | **E** |
|  | **E** |

**Score Card**

**8 - 10 Outstanding Results.** Keep doing what you are doing, but you can still further enhance your managerial skills.

**6 – 8 Fair Effort.** You have a good foundation from which you can build.

**0 -5 Uh-oh.** You may not be getting proper advice, or are working with how you think you should manage without appropriate guidance. You can still rise to the occasion with a little effort and by seeking the relevant information in your policies and employment laws.

**Not happy with your score? There are many resources available through HR/IR for professional and management development. Competent Managers save organizations time, money and a headache as payroll (or people in laments terms) is usually an organizations’ largest cost center. Contact us for further information to help take your management team to the next level – one of our Professional HR Consultants will get back to you within 24 hours of inquiry.**

**Email us:** **support@hrir.net**

**Call us: (647) 920-8151**

**Find us:** [**www.hrir.net**](http://www.hrir.net)

