NOCTI

Human Resources Management

General Assessment Information

Blueprint Contents

General Assessment Information
Written Assessment Information

Sample Written Items
Specific Competencies Covered in the Test

Test Type: The Human Resources Management industry-based credential is included in NOCTI's Foundational assessment battery. Foundational assessments measure occupational awareness and fundamental competencies within a specific field, providing insight into a learner's progress toward job readiness. Foundational assessments include a written component only and can be used at the secondary and post-secondary levels. Foundational assessments can be delivered in an online or paper/pencil format.
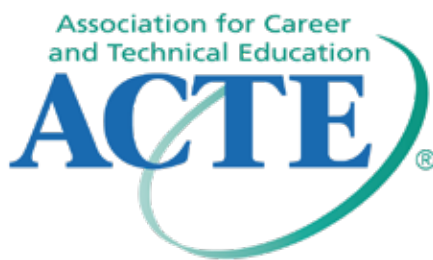
Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Georgia, Michigan, New Jersey, New York, Ohio, Pennsylvania, Virginia.

52.1099-Human Resources Management
and Services, Other

Career Cluster
Business Management and Administration

The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!
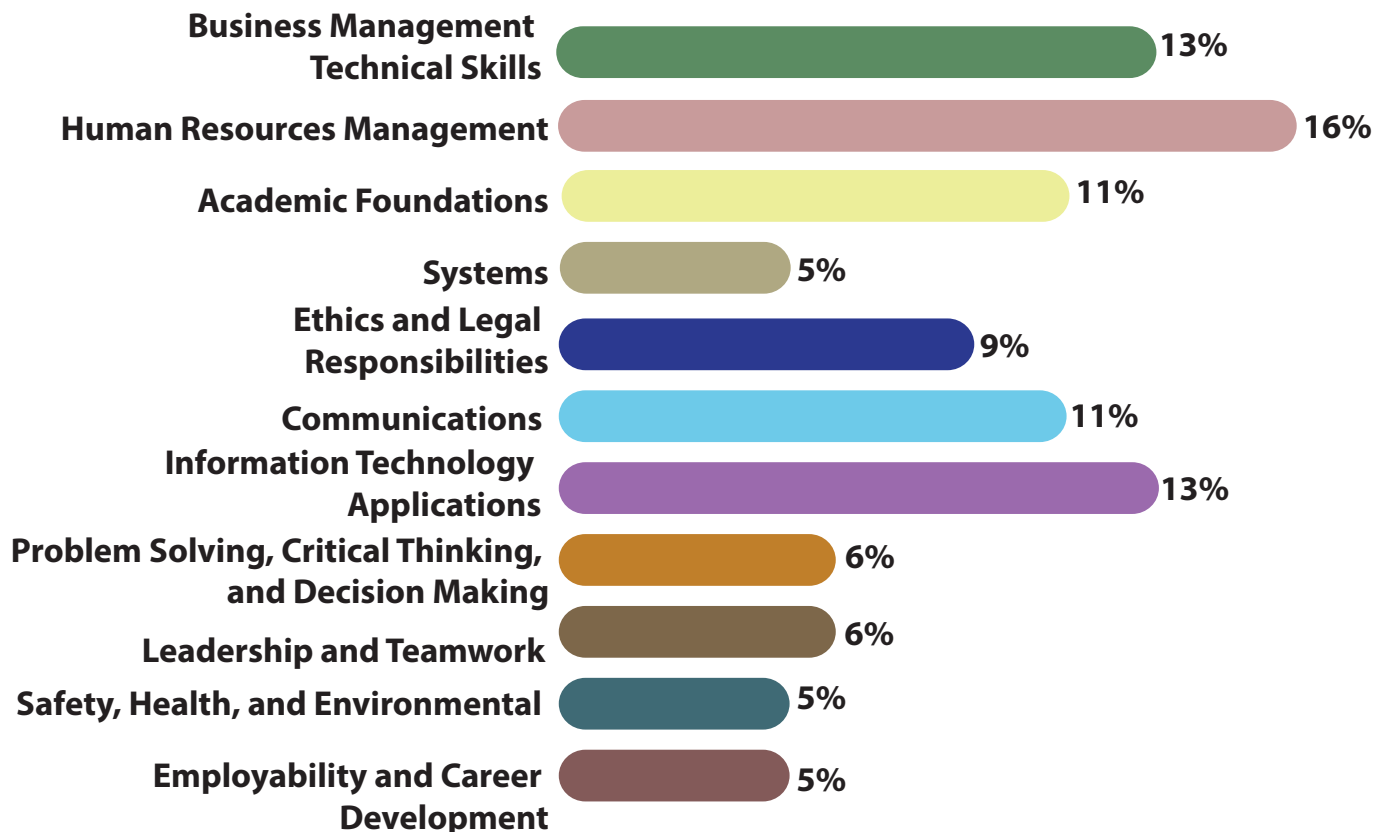
Written Assessment

NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 2 hours
Number of Questions: 113
Number of Sessions: This assessment may be administered in one, two, or three sessions.

Areas Covered

Area	Percentage
Business Management Technical Skills	13%
Human Resources Management	16%
Academic Foundations	11%
Systems	5%
Ethics and Legal Responsibilities	9%
Communications	11%
Information Technology Applications	13%
Problem Solving, Critical Thinking, and Decision Making	6%
Leadership and Teamwork	6%
Safety, Health, and Environmental	5%
Employability and Career Development	5%

Specific Standards and Competencies Included in this Assessment

Business Management Technical Skills
- Define and differentiate among various types of businesses (e.g., corporation, limited liability, partnership, sole proprietorship)
- Use planning and analytical tools to guide and manage an organization's business activities
- Apply marketing techniques to foster business growth
- Plan and evaluate the use of financial resources to effectively manage a business
- Demonstrate understanding of doing business in a global environment

Human Resources Management
- Identify and administer organizational compensation and benefits, programs, and policies
- Recruit, retain, and terminate employees effectively and legally
- Design/implement effective personnel policies and procedures, including labor and employee relations
- Apply effective employee training and development strategies

Academic Foundations
- Apply reading skills in a business environment
- Apply writing skills in a business environment
- Apply mathematical skills in a business environment
- Apply economic skills in a business environment

Specific Standards and Competencies (continued)

Systems
- Demonstrate understanding of the role of government and other regulatory bodies in business
- Demonstrate understanding of company hierarchies and roles within company structures

Ethics and Legal Responsibilities
- Apply business laws and regulations to business situations
- Exhibit ethical standards in conducting business negotiations and making business decisions
- Demonstrate understanding of ethical and unethical business policies and procedures

Communications
- Identify reliable sources of information to communicate with coworkers and clients
- Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences
- Apply listening skills to enhance communication with coworkers and clients
- Interpret verbal and nonverbal behaviors including a global workplace culture

Information Technology Applications
- Use word processing, presentation, database, and spreadsheet software to perform common business tasks
- Use social media, mobile technologies, and live streaming
- Interpret data from graphs, tables, and charts
- Understand the use of web applications and virtual environments

Specific Standards and Competencies (continued)

Problem Solving, Critical Thinking, and Decision Making
- Use problem solving and critical thinking skills to determine root causes of problems, locate good sources of information, and suggest solutions
- Demonstrate decision-making skills and methods of implementation

Leadership and Teamwork
- Exhibit leadership practices to improve production and quality of the working environment
- Work effectively in a team environment to accomplish company goals and improve quality of the working environment

Safety, Health, and Environmental
- Identify and practice appropriate health and safety procedures in business environments
- Apply appropriate emergency procedures in business occupations and situations

Employability and Career Development
- Demonstrate employability skills related to a career in business
- Explore career development opportunities to advance in business careers

Sample Questions

A sales forecast can help a retailer
- A. accurately plan for the upcoming holiday season
- B. maintain accurate purchasing records
- C. determine the cost of goods sold
- D. determine past profits

A retirement plan in which both the employee and the employer may contribute to is called a
- A. Roth IRA
- B. Traditional IRA
- C. SEP
- D. 401(k)

Select the sentence below that is correctly written.
- A. The stock was to expensive for me to buy.
- B. I think she said she worked their.
- C. Jim's patients was wearing thin by the end of the day.
- D. I left the correspondence on the manager's desk.

When an employee is giving an oral presentation, he or she should speak clearly and
- A. in a low voice
- B. quickly
- C. confidently
- D. in a monotone voice

The most efficient software to use for business correspondence is
- A. spreadsheet
- B. presentation
- C. financial
- D. word processing

Notes