1. **John is responsible for processing applications submitted by applicants. He is performing which level of management?**
   1. **Management by others**
   2. **Mid-management**
   3. **Supervisors**
   4. **Top management**
2. **Tim approves for his employees to attend regional meetings so that he knows exactly when they are off site. This is an example of which style of management?**
   1. **Mixed**
   2. **Strategic**
   3. **Tactical**
   4. **Varied**
3. **All of Josh's employees will be trained on operating the new machines. This is an example of which function of management?**
   1. **Controlling**
   2. **Implementing**
   3. **Organizing**
   4. **Staffing**
4. **Jim solicited feedback from Jack, who is one of his employees, about a new display case. This is an example of which style of management?**
   1. **Mixed**
   2. **Strategic**
   3. **Tactical**
   4. **Varied**
5. **Harry checks his electronic calendar for tasks assigned by his boss regularly. He very seldom sees his boss. This is an example of which style of leadership?**
   1. **Autocratic**
   2. **Democratic**
   3. **Laissez-fare**
   4. **Objective**
6. **Josh conducts orientations to inform new employees about available benefits. Which human resources manager activity does he perform?**
   1. **Management of compensation methods**
   2. **Management of performance of employees**
   3. **Planning and staffing**
   4. **Recruiting and hiring**
7. **Vera accepts input from her employees annually about the upcoming budget. This is an example of which style of leadership?**
   1. **Autocratic**
   2. **Democratic**
   3. **Laissez-fare**
   4. **Objective**
8. **Jack and Henry are responsible for 20 people, who report to them directly. They collaborate frequently to make sure they will meet the production goal of the company established by another employee. This is an example of which level of management?**
   1. **Management by others**
   2. **Mid-management**
   3. **Supervisors**
   4. **Top management**
9. **Timmy regularly meets with employees to prepare them for job evaluation conferences. Which human resources manager activity is he performing?**
   1. **Managing compensation methods**
   2. **Managing performance of employees**
   3. **Planning and staffing**
   4. **Recruiting and hiring**
10. **Jan coordinated access to open source software, office space, and equipment for her team. This is an example of which function of management?**
    1. **Implementing**
    2. **Organizing**
    3. **Planning**
    4. **Staffing**
11. **Vera meets regularly to discuss with all her employees new marketing campaigns. This is an example of which style of leadership?**
    1. **Autocratic**
    2. **Democratic**
    3. **Laissez-fare**
    4. **Objective**
12. **Michelle reviewed survey results of a completed project and set goals for the new project. This is an example of which function of management?**
    1. **Controlling**
    2. **Organizing**
    3. **Planning**
    4. **Staffing**
13. **Jason decided for long-term projects that he would allow employees to give input and for daily routines he would determine the necessary duties. This is an example of which style of management?**
    1. **Mixed**
    2. **Strategic**
    3. **Tactical**
    4. **Varied**
14. **Keisha allowed her employees to plan the expansion project. This is an example of which style of management?**
    1. **Mixed**
    2. **Strategic**
    3. **Tactical**
    4. **Varied**
15. **Travis is excited about welcoming ten new interns during orientation. Which human resources manager activity did he perform?**
    1. **Managing compensation methods**
    2. **Managing performance of employees**
    3. **Planning and staffing**
    4. **Recruiting and hiring**