

CIS Conference – HR 101 Academy

HR Puzzle – Morning Exercise

Place the letter to the left of the definition that matches the correct term

| Definition | | | Term |
|--|---|--|-----------------------------------|
| Essential functions – primary duties the person in the position will carry out | A | | I-9 Binder |
| Where to place employee medical information | B | | Recruitment posting |
| Tool an employee uses to apply for a position | C | | Topics not to ask in an interview |
| Document that instructs how an employee applies for a position | D | | Personnel file |
| Document used in multiple stages of the recruitment process | E | | Relationship building |
| Document that helps all employees succeed in the organization | F | | Reference checks |
| Where to place the employment eligibility form | G | | Job description |
| Component of Onboarding | H | | Scoring tool |
| Something you may do in the background process | I | | Confidential file |
| Where to place employee performance evaluations | J | | Handbook |
| Employee's age | K | | Employment Application |