

PPAER Practice Test Questions and Answers

1. What is the primary purpose of performance planning and employee review (PPAER)?

- A) To determine salary increases only
- B) To evaluate performance and set development goals
- C) To document employee violations
- D) To reduce workforce size

2. How often should performance reviews typically be conducted?

- A) Once every five years
- B) Only when problems arise
- C) Annually or bi-annually
- D) Never, they are unnecessary

3. Which element is most important in setting performance goals?

- A) Making goals as easy as possible
- B) Setting SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound)
- C) Keeping goals vague and general
- D) Setting identical goals for all employees

4. What should be the focus of constructive feedback during performance reviews?

- A) Personal character traits
- B) Specific behaviors and outcomes
- C) Comparing employees to each other
- D) Past mistakes only

Answers: 1-B 2-C 3-B 4-B

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