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HRCI Associate Professional in Human Resources - International Sample Questions (Q162-Q167):

NEW QUESTION # 162

The final step in the recruitment process is called a job:

- A. Interview
- B. Preview
- C. Offer
- D. Validation

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

The recruitment process typically follows these steps: job analysis, sourcing, screening, interviewing, selection, and finally, making a job offer. The job offer is the final step, where the selected candidate is formally offered the position, often with details on salary, benefits, and start date.

* Option A (Offer): Correct, as it is the last step in recruitment, formalizing the hiring decision.

* Option B (Preview): This is not a standard term in recruitment; it may refer to a job preview, which occurs earlier.

* Option C (Interview): Interviewing occurs earlier in the process, before selection.

Reference: aPHRi knowledge domain - Recruitment and Selection: Steps in the recruitment process, culminating in the job offer.=====

NEW QUESTION # 163

Which of the following is the best way to ensure compliance with employment laws?

- A. Performance intervention
- B. HR survey
- C. HR audit
- D. Performance evaluation

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

An HR audit is a comprehensive review of an organization's HR policies, practices, and procedures to ensure compliance with employment laws and regulations. It identifies gaps, ensures adherence to legal standards (e.g., wage laws, anti-discrimination laws), and mitigates risks.

* Option A (Performance intervention): This addresses individual performance issues, not legal compliance.

* Option B (HR survey): Surveys collect employee feedback, not directly ensure legal compliance.

* Option C (Performance evaluation): This assesses employee performance, not compliance with laws.

Reference: aPHRi knowledge domain - HR Operations: Conducting HR audits to ensure legal compliance.

NEW QUESTION # 164

Which of the following is considered an environmental factor an organization should evaluate when seeking to have a healthy workplace?

- A. Personal hygiene
- B. Employee morale
- C. Weather conditions
- D. Air ventilation

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

A healthy workplace requires evaluating environmental factors that impact employee well-being. Air ventilation is a critical environmental factor, as poor air quality can lead to health issues (e.g., respiratory problems) and reduce productivity.

* Option A (Weather conditions): This is an external factor, not directly controllable by the organization.

* Option B (Personal hygiene): This is an individual responsibility, not an environmental factor.

* Option C (Employee morale): This is a psychological factor, not an environmental one.

Reference: aPHRi knowledge domain - HR Operations: Workplace safety and health, including environmental factors like ventilation.

NEW QUESTION # 165

A company wants to visualize the frequency of employee absences over a year. Which reporting technique should HR use to clearly display this data?

- A. Line graphs, which show trends and progressions over time
- B. Scatter plots, which show relationships between two numerical variables
- **C. Histograms, to visualize the frequency of employee absences over time**
- D. Bar charts, which compare different categories with bars

Answer: C

Explanation:

Histograms are used to visualize the frequency of employee absences over time as they display the distribution of absences across specified time intervals. This technique helps HR identify patterns and trends in the data.

NEW QUESTION # 166

Managers write descriptions about an employee's performance using the:

- **A. Narrative method**
- B. Critical incident method
- C. Rating method
- D. Comparison method

Answer: A

Explanation:

Comprehensive and Detailed in Depth Explanation:

The narrative method of performance appraisal involves managers writing detailed, descriptive accounts of an employee's performance, often in essay or paragraph form. This method focuses on providing qualitative feedback about the employee's strengths, weaknesses, and overall contributions.

* Option A (Rating method): This involves assigning numerical or categorical ratings (e.g., 1-5) to performance criteria, not writing descriptions.

* Option B (Narrative method): Correct, as this method specifically involves writing descriptive accounts of performance.

* Option C (Comparison method): This involves ranking employees against each other (e.g., forced ranking), not writing descriptions.

NEW QUESTION # 167

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