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HRCI Associate Professional in Human Resources - International Sample Questions (Q85-Q90):

NEW QUESTION # 85

Place the succession planning process steps in the correct order.

Answer:

Explanation:

Explanation:

Here is the correct order for the succession planning process steps:

- * Establish present and future leadership roles
- * Identify high-potential employees
- * Evaluate the performance of high-potential employees
- * Build and review development plans
- * Assess the effectiveness of the planning process

This order follows the logical progression in succession planning, starting with defining leadership needs, identifying potential successors, assessing their capabilities, developing them, and finally evaluating the process to ensure effectiveness.

Step 1: Establish Present and Future Leadership Roles

The first step in succession planning is to identify the key leadership roles within the organization that need to be filled now or may need filling in the future. This includes both current leadership positions and potential roles that may emerge as the organization grows or changes. According to HRCI guidelines, defining these roles helps HR and leadership understand the skills, competencies, and experiences required for each position, providing a foundation for succession planning.

Step 2: Identify High-Potential Employees

Once the roles are defined, the next step is to identify employees who have the potential to take on these leadership roles. High-potential employees are those who demonstrate strong performance, leadership abilities, and the capacity to grow within the organization. Identifying such employees early allows the organization to focus on individuals who can be groomed for future roles. HRCI emphasizes that identifying high-potential employees is critical to ensure a pool of ready candidates for succession.

Step 3: Evaluate the Performance of High-Potential Employees

After identifying high-potential employees, it's essential to evaluate their current performance in their existing roles. This step involves assessing their competencies, leadership skills, and readiness for more responsibility.

Evaluation can be done through performance reviews, feedback from supervisors, and assessment tools.

According to HRCI, this step helps organizations ensure that candidates have a solid track record and possess the qualities needed to succeed in more demanding roles.

Step 4: Build and Review Development Plans

With evaluations complete, the next step is to create tailored development plans for each high-potential employee. Development plans may include training, mentoring, stretch assignments, and other growth opportunities. The goal is to close skill gaps and prepare these employees for the demands of leadership roles.

HRCI advises that development plans should be regularly reviewed and adjusted based on the employee's progress and any changes in the organization's needs.

Step 5: Assess the Effectiveness of the Planning Process

The final step is to evaluate the succession planning process itself to determine its effectiveness. This involves assessing whether the high-potential employees are developing as expected, if the development plans are achieving the desired results, and if the organization is prepared for potential leadership transitions. According to HRCI, assessing the process helps identify areas for improvement and ensures that the succession plan aligns with the organization's long-term goals.

NEW QUESTION # 86

Which of the following is the best way to share a large volume and variety of employee data?

- A. Slideshow
- B. Bar chart
- C. Spreadsheet
- D. Histogram

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

A spreadsheet is the best tool for sharing a large volume and variety of employee data because it can organize diverse data (e.g., names, salaries, performance scores) in a structured, tabular format, allowing for easy sorting, filtering, and analysis.

* Option A (Histogram): A histogram is a graphical representation of data distribution, not suitable for sharing raw, varied data.

* Option B (Spreadsheet): Correct, as spreadsheets (e.g., Excel) are designed to handle large, diverse datasets efficiently.

* Option C (Bar chart): A bar chart visualizes data comparisons but cannot handle large, varied datasets comprehensively.

Reference: aPHRi knowledge domain - HR Operations: Tools for managing and sharing employee data, such as spreadsheets.=====

NEW QUESTION # 87

A company is launching a new product and needs to create a comprehensive campaign to promote it. Which business function should take the lead in this initiative?

- A. Operations
- B. Marketing
- C. Human resources
- D. Finance

Answer: B

Explanation:

Marketing should take the lead in creating a comprehensive campaign to promote a new product. This function specializes in market research, advertising, and promotional strategies to reach the target audience effectively.

NEW QUESTION # 88

A manager receives a picture of an employee sitting with their eyes closed during the workday. The employee appears to be sleeping. What should the manager do?

- A. Place the picture in the employee's file
- B. Terminate the employee for sleeping on the job
- C. Observe the employee to determine their behavior
- D. Gather information to determine what happened

Answer: D

Explanation:

The manager should first gather information to understand the context, as there could be legitimate reasons (e.g., a break or health issue) for the employee's behavior. HRCI advises that managers should investigate and understand the full context before making any disciplinary decisions.

NEW QUESTION # 89

Which reporting technique is best used for displaying the distribution of a single numerical variable over a range of values?

- A. Scatter plots, which display correlations between two variables
- **B. Histograms, which are ideal for displaying the distribution of a numerical variable**
- C. Line graphs, which display trends over periods of time
- D. Pie charts, which are useful for showing parts of a whole

Answer: B

Explanation:

Histograms are ideal for displaying the distribution of a numerical variable because they show the frequency of data points within specified ranges. This helps in understanding the spread and concentration of values.

NEW QUESTION # 90

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