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ITEM 1

The structure of an organization is usually described in the form of an organization chart as a means to describe internal:

- A. chain of command.
- B. working structure.
- C. processes and procedures.
- D. interaction between people.

ITEM 2

The main reason exit interview information should be kept separate from personnel files is:

- A. legal reasons.
- B. confidentiality.
- C. reliability.
- D. company policy.

ITEM 3

An employee filed a complaint about another employee and is now contacting HR to find out if and how the other person was disciplined. What is the main reason why the HR administrator should not give out that information?

- A. Bias
- B. Privacy
- C. Retaliation
- D. Legal

ITEM 4

Which of the following barriers cause individuals to interpret the same communication differently, depending on previous experiences?

- A. Frames of reference
- B. Selective listening
- C. Value judgements
- D. Source credibility

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HRCI Associate Professional in Human Resources - International Sample Questions (Q146-Q151):

NEW QUESTION # 146

An organization that focuses primarily on mid-level to senior level recruitment is commonly referred to as a (n):

- A. HR placement firm
- B. Professional association
- C. Executive search firm
- D. Recruitment agency

Answer: C

NEW QUESTION # 147

To increase participation in an employee engagement survey, it is most important for it to be:

- A. Relevant
- B. Confidential
- C. Concise
- D. Timely

Answer: B

Explanation:

Comprehensive and Detailed in Depth Explanation:

Employee engagement surveys measure employees' feelings about their work environment, leadership, and job satisfaction. To increase participation, the survey must be confidential, ensuring employees feel safe to provide honest feedback without fear of retaliation. Anonymity encourages higher response rates by building trust.

* Option A (Timely): While timing matters, it is not the most critical factor for participation.

* Option B (Concise): A concise survey is helpful, but employees may still not participate if they fear their responses aren't private.

* Option C (Relevant): Relevance ensures meaningful data, but it doesn't directly drive participation.

Reference: aPHRi knowledge domain - Employee Relations: Best practices for conducting employee engagement surveys, emphasizing confidentiality.

NEW QUESTION # 148

Sarah has just joined a multinational corporation. Her onboarding process includes sessions where she meets different department heads and learns about the company's mission and values. What is this aspect of the onboarding process focused on?

- A. Completing paperwork
- B. Reviewing company policies
- C. Discussing benefits and compensation
- D. Introducing company culture

Answer: D

Explanation:

Introducing company culture in the onboarding process focuses on helping new employees understand the company's mission, values, and overall organizational ethos, which is critical for their integration.

NEW QUESTION # 149

The most common way to source passive job candidates is to use:

- A. Professional associations.
- B. An internal posting
- C. Radio advertisement
- D. A job fair

Answer: A

Explanation:

Professional associations are one of the most common ways to source passive job candidates, as they often house directories, forums, and networking opportunities for experienced professionals who are not actively seeking jobs but are open to discussions.

* Why Professional Associations (A) is Correct:

* Professional associations are one of the most effective ways to source passive candidates, as they are typically composed of individuals who are already employed and engaged in their respective industries or professions. These associations provide networking opportunities, industry events, and specialized job boards where recruiters can identify and connect with high-caliber talent who may not be actively looking for new roles.

NEW QUESTION # 150

An employee reports feeling unsafe due to inadequate lighting in the parking lot. What immediate action should the HR department take?

- A. Ignore the complaint and wait for further incidents.
- B. Suggest employees use flashlights when walking to their cars.
- C. Install more surveillance cameras in the parking lot.
- D. Address the lighting issue promptly and communicate the actions taken to the employee.

Answer: D

Explanation:

Addressing the lighting issue promptly and communicating the actions taken to the employee is the immediate action the HR department should take. This response shows that the organization takes safety concerns seriously and values employee well-being.

NEW QUESTION # 151

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