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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 (Q27-Q32):

NEW QUESTION # 27

During a merger, which key factor must be managed to ensure a smooth integration of the workforce?

- A. Standardizing financial reporting.
- B. Upgrading technological systems.
- **C. Aligning corporate cultures of both companies.**
- D. Increasing production capacity.

Answer: C

Explanation:

Aligning corporate cultures of both companies is crucial during a merger to ensure a smooth integration of the workforce. Mismatched cultures can lead to conflicts and reduced productivity, so alignment is necessary for a successful merger.

NEW QUESTION # 28

Fill in the blank: Paid Time Off (PTO) typically combines _____ into a single pool of days that employees can use.

- **A. Vacation, sick leave, and personal days**
- B. Work hours, breaks, and lunch times
- C. Shift hours, overtime, and time off
- D. Overtime, holiday pay, and bonuses

Answer: A

Explanation:

Paid Time Off (PTO) typically combines vacation, sick leave, and personal days into a single pool of days that employees can use, simplifying leave management.

NEW QUESTION # 29

Match each safety issues to the appropriate prevention strategy.

□

Answer:

Explanation:

Explanation:

Matched Safety Issues to Prevention Strategies:

* Working with Chemicals # Protective Wear

* Explanation: When working with hazardous chemicals, protective gear such as gloves, goggles, aprons, and respiratory masks are essential. These reduce exposure to harmful substances and ensure the safety of workers.

NEW QUESTION # 30

An international corporation aims to enhance its training programs by incorporating more classroom sessions. Describe the steps an HR manager should take to determine the feasibility and impact of this change.

- A. Conduct a needs analysis and feasibility study.
- B. Invest in state-of-the-art training facilities.
- C. Hire external trainers for specialized sessions.
- D. Use feedback from past training sessions exclusively.

Answer: A

Explanation:

Conducting a needs analysis and feasibility study helps the HR manager determine whether incorporating more classroom sessions is practical and beneficial, considering factors such as costs, resources, and potential impact on learning outcomes.

NEW QUESTION # 31

An HR manager is preparing a report on the effectiveness of recent training programs. Which data compilation tool can be used to compile survey results and perform statistical tests to validate the findings?

- A. Statistical software like SPSS to compile and analyze survey data
- B. Accounting software for financial data analysis and reporting
- C. Database software like Access for data storage and management
- D. Scheduling software for meeting organization and planning

Answer: A

NEW QUESTION # 32

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