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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 (Q167-Q172):

NEW QUESTION # 167

Determining the skills required for a position is most important when conducting a:

- A. Salary negotiation
- B. Performance review
- C. Job rotation program
- **D. Job analysis**

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

A job analysis is a systematic process of collecting information about a job's duties, responsibilities, required skills, and qualifications to create a job description and specification. Determining the skills required for a position is a core component of job analysis, as it ensures the role is clearly defined for recruitment, training, and performance management.

* Option A (Job analysis): Correct, as identifying required skills is a primary outcome of job analysis.

* Option B (Salary negotiation): This focuses on determining pay, not identifying skills, though skills may influence the negotiation.

* Option C (Performance review): This evaluates an employee's performance in a role, not the skills required for the position itself.

Reference: aPHRi knowledge domain - Recruitment and Selection: Job analysis and its role in defining position requirements.=====

NEW QUESTION # 168

Which of the following documents is essential for verifying an employee's eligibility to work in a specific country?

- A. Employment contracts
- B. Non-disclosure agreements
- C. Salary contracts
- **D. Work authorization documents**

Answer: D

Explanation:

Work authorization documents are essential for verifying an employee's eligibility to work in a specific country, ensuring compliance with immigration laws.

NEW QUESTION # 169

Sarah is responsible for managing the applicant database at her company. What should she prioritize to enhance its utilization?

- A. Foster a collaborative work environment
- **B. Implement efficient data categorization**
- C. Schedule regular updates and audits
- D. Develop a training program for HR staff

Answer: B

Explanation:

Implementing efficient data categorization should be Sarah's priority to enhance the utilization of the applicant database. Organizing candidate information into relevant categories allows for easier searching and matching of candidates to job requirements.

NEW QUESTION # 170

Which alternative staffing practice involves hiring an external agency to handle recruitment functions for the company?

- A. Employee referral programs
- B. Internal promotions and transfers
- C. Traditional full-time hiring
- **D. Recruitment process outsourcing**

Answer: D

Explanation:

Recruitment process outsourcing involves hiring an external agency to handle recruitment functions for the company. This practice can help streamline the hiring process, reduce costs, and bring in specialized expertise to manage recruitment more efficiently.

NEW QUESTION # 171

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

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

Answer: C

NEW QUESTION # 172

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