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aPHRi Practice Test

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HRCI aPHRi Exam Syllabus Topics:

Topic	Details
Topic 1	<ul style="list-style-type: none">Human Resource Development and Retention: This section of the exam measures skills of Talent Acquisition Specialist and covers the methods for delivering training and developing employees within the organization. It includes understanding relevant laws, training delivery formats, and techniques to evaluate training effectiveness. The section also discusses career development practices, performance appraisal methods, and performance management strategies such as goal setting and mentoring.
Topic 2	<ul style="list-style-type: none">Compensation and Benefits: This section of the exam measures skills of HR Coordinator and covers the principles of employee compensation and benefits programs. It includes knowledge of applicable laws, pay structures, total rewards, and different benefit programs such as health care and pension schemes. The section also addresses payroll terminology, data collection for salary surveys, insurance claims, and practices that support work-life balance.

Topic 3	<ul style="list-style-type: none"> • Recruitment and Selection: This section of the exam measures skills of Talent Acquisition Specialist and covers the process of hiring new employees, including compliance with relevant laws and regulations. It addresses sourcing applicants, using applicant databases, and various recruitment methods such as advertising and job fairs. The section also includes interviewing techniques, pre- and post-offer activities like background checks, and the orientation and onboarding of new hires.
Topic 4	<ul style="list-style-type: none"> • Employee Relations, Health, and Safety: This section of the exam measures skills of HR Coordinator and covers the ways organizations monitor and address employee morale, performance, and retention while ensuring a safe work environment. It includes knowledge of employment laws, employee rights, feedback collection methods, workplace behavior issues, and processes for investigating complaints. The section also covers progressive discipline, off-boarding, employee relations programs, workforce restructuring, and workplace health, safety, and security regulations, including risk management procedures.
Topic 5	<ul style="list-style-type: none"> • HR Operations: This section of the exam measures skills of HR Coordinator and covers the practical and operational responsibilities involved in managing the workforce and HR functions. It includes understanding organizational strategy, culture, and legal requirements, as well as managing employee records, HR policies, and business functions. The section also addresses confidentiality, HR metrics, data collection and reporting, the impact of technology on HR, and the use of HR information systems. Communication techniques and knowledge of external HR service providers are also included.

One of the many benefits of earning the aPHRi Certification is that it will help individuals build confidence and credibility in their HR careers. They will gain a better understanding of human resource fundamentals, which will help them navigate challenging situations and make better decisions. Additionally, the certification can act as a stepping stone, as individuals may decide to pursue further certifications in HR depending on their career goals.

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Obtaining the aPHRi certification is a great way to demonstrate your commitment to your career and your dedication to HR practices. Associate Professional in Human Resources - International certification is also a great way to increase your earning potential and advance your career. The aPHRi Certification is ideal for individuals who are just starting their career in HR, as well as those who are looking to transition into a career in HR from another field.

HRCI Associate Professional in Human Resources - International Sample Questions (Q66-Q71):

NEW QUESTION # 66

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

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

Answer: C

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 # 67

A manufacturing company has reported an increase in workplace accidents. What is the most appropriate initial step to address this issue?

- A. Increase the frequency of employee performance reviews.
- B. Implement an anonymous reporting system for safety concerns.
- **C. Review and update safety training programs for employees.**
- D. Outsource safety training to an external provider.

Answer: C

Explanation:

Reviewing and updating safety training programs for employees is the most appropriate initial step to address an increase in workplace accidents. This approach ensures that employees are aware of the latest safety protocols and procedures, which can reduce the occurrence of accidents.

NEW QUESTION # 68

Which of the following forms is used to open a new position currently not filled by an employee?

- A. Recruitment form
- B. Reposition form
- C. Replacement form
- **D. Requisition form**

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

A requisition form is used in HR to formally request the creation or filling of a new position that is currently vacant. It typically includes details like the job title, department, and justification for the role, initiating the recruitment process.

* Option A (Reposition form): This is not a standard HR term; it may be confused with reassigning an existing role.

* Option B (Requisition form): Correct, as this is the standard form used to open a new position.

* Option C (Recruitment form): This is not a standard term; recruitment is the process, not the form.

Reference: aPHRi knowledge domain - Recruitment and Selection: Use of requisition forms to initiate hiring for new positions.=====

NEW QUESTION # 69

An international corporation is looking to improve its performance appraisal process by incorporating rating scales. Describe the steps an HR manager should take to effectively implement this method.

- A. Develop a pilot program before full implementation.
- B. Focus on qualitative feedback over quantitative measures.
- **C. Develop clear criteria and train managers on their use.**
- D. Use historical performance data to set benchmarks.

Answer: C

Explanation:

Developing clear criteria and training managers on their use is essential for effectively implementing rating scales, as it ensures that managers understand how to apply the scales consistently and accurately.

NEW QUESTION # 70

Which of the following recruiting sources provides access to potential, but largely passive, candidates?

- A. Applicant tracking
- B. Hiring competitors
- C. Social networking
- D. Referring employees

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

Passive candidates are individuals who are not actively seeking a new job but may be open to opportunities if approached. Social networking platforms (e.g., LinkedIn) provide access to such candidates because they allow recruiters to search for and engage with professionals who are not actively applying but have profiles showcasing their skills and experience.

* Option A (Applicant tracking): This refers to a system for managing applications, typically from active candidates.

* Option B (Social networking): Correct, as platforms like LinkedIn are ideal for reaching passive candidates.

* Option C (Referring employees): Employee referrals often yield active candidates, as employees recommend people they know are interested.

NEW QUESTION # 71

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