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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 (Q98-Q103):

NEW QUESTION # 98

Jessica needs to communicate a policy update to the entire company. Which method should she use to ensure everyone receives the information at the same time?

- A. Written communication
- B. Visual communication
- C. Oral communication
- **D. Email communication**

Answer: D

Explanation:

Email communication is the best method for communicating a policy update to the entire company to ensure everyone receives the information at the same time. It provides a written record and can be easily distributed to all employees simultaneously.

NEW QUESTION # 99

Why is it important for HR professionals to understand both monetary and non-monetary entitlements when designing compensation packages?

- A. To reduce turnover rates
- **B. To create fair and competitive offers**
- C. To align with organizational goals
- D. To enhance employee satisfaction

Answer: B

Explanation:

Understanding both monetary and non-monetary entitlements is crucial for HR professionals to create fair and competitive compensation packages that attract and retain talent.

NEW QUESTION # 100

An employment leaves an organization willingly. This term is called:

- **A. Resignation**
- B. termination
- C. Separation

- D. Layout

Answer: A

Explanation:

When an employee willingly leaves an organization, it is referred to as a resignation. The employee voluntarily informs the organization of their intent to leave, typically providing a notice period.

* Explanation of Other Options:

- * A. Layout: Incorrect term, likely a typo for "layoff," which is involuntary.
- * C. Separation: A broader term that can include voluntary and involuntary departures.
- * D. Termination: Implies the organization initiated the employee's departure.

NEW QUESTION # 101

An HR manager is looking to improve the hiring process by leveraging technology to gather more information about candidates' skills and professional behavior. Which technology would be most suitable?

- A. Wearable devices, which track physical activity and promote wellness initiatives
- B. Employee portals, which facilitate self-service for HR-related tasks
- C. Virtual reality tools, which simulate real-life job scenarios for training
- **D. Social media, which allows HR to gain insights into candidates, online presence**

Answer: D

Explanation:

Social media allows HR to gain insights into candidates, online presence, helping to improve the hiring process by providing additional information about candidates, skills, interests, and professional behavior. This technology supports more informed hiring decisions.

NEW QUESTION # 102

Match each term with its definition.

	Term	Definition
Risk management	Drop here	State of physical, social, and mental well-being
Health	Drop here	Protecting the physical well-being of employees in the workplace
Safety	Drop here	Protecting the employees, assets, and facilities of an organization
Security	Drop here	Identifying potential problems and putting procedures in place to reduce their impact

Answer:

Explanation:

	Term	Definition
Risk management	Health	State of physical, social, and mental well-being
Health	Safety	Protecting the physical well-being of employees in the workplace
Safety	Security	Protecting the employees, assets, and facilities of an organization
Security	Risk management	Identifying potential problems and putting procedures in place to reduce their impact

Explanation:

Matching Terms with Definitions:

- * Risk Management # Identifying potential problems and putting procedures in place to reduce their impact.

- * Risk management involves proactive identification and mitigation of risks to prevent disruptions in operations.
- * Health # State of physical, social, and mental well-being.
- * Health focuses on promoting the overall well-being of employees, not just the absence of illness.
- * Safety # Protecting the physical well-being of employees in the workplace.
- * Safety emphasizes minimizing hazards and preventing injuries at work.
- * Security # Protecting the employees, assets, and facilities of an organization.
- * Security focuses on safeguarding physical and information assets and ensuring workplace safety from external threats.

Term	Definition
Health	State of physical, social, and mental well-being
Safety	Protecting the physical well-being of employees in the workplace
Security	Protecting the employees, assets, and facilities of an organization
Risk management	Identifying potential problems and putting procedures in place to reduce their impact

References:

- ISO 31000, "Risk Management Guidelines" (2021).
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NEW QUESTION # 103

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