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STUDY GUIDE FOR HRCI APHRI CERTIFICATION EXAM



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- Compensation and Benefits (15%)
- Human Resource Development and Retention (10%)
- Employee Relations, Health, and Safety (20%)
- HR Operations (33%)
- Recruitment and Selection (22%)

The aPHRi certification exam covers six functional areas of HR: HR operations, recruitment and selection, compensation and benefits, human resource development and retention, employee relations, and health, safety, and security. aPHRi Exam consists of 100 multiple-choice questions and must be completed within two hours. The passing score for the aPHRi exam is 500 out of 800.

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HRCI Associate Professional in Human Resources - International Sample Questions (Q141-Q146):

NEW QUESTION # 141

Emily is reviewing her company's compensation plan. She notices that employees receive additional pay based on their individual performance evaluations. What type of pay structure is this?

- A. Fixed pay structure
- B. Union-based pay scale
- **C. Merit-based pay structure**
- D. Commission-based structure

Answer: C

Explanation:

A merit-based pay structure involves additional pay based on individual performance evaluations, as seen in Emily's company, which rewards employees for their contributions.

NEW QUESTION # 142

A multinational firm is implementing a new training program and needs to manage the distribution of materials. How should the HR department approach this task to ensure timely and accurate delivery?

- **A. Allow each department to handle material distribution independently.**
- B. Create a centralized system for tracking and distributing materials.
- C. Send materials via email without tracking delivery.
- D. Provide materials on the first day of training without prior distribution.

Answer: A

Explanation:

Creating a centralized system for tracking and distributing materials ensures that all participants receive the necessary resources in a timely and accurate manner, supporting the overall success of the training program.

NEW QUESTION # 143

Which of the following is an example of downward communication in an organization?

- A. Suggestion box
- B. Satisfaction survey
- C. Grievance procedure
- **D. Bulletin announcement**

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

Downward communication flows from higher levels of the organization (e.g., management) to lower levels (e.g., employees). A bulletin announcement, such as a memo or notice from management, is an example of downward communication,

as it conveys information, updates, or directives to employees.

* Option A (Satisfaction survey): This is upward communication, as employees provide feedback to management.

* Option B (Grievance procedure): This is also upward, as employees raise concerns to management.

* Option C (Suggestion box): This is upward communication, allowing employees to share ideas with management.

Reference: aPHRi knowledge domain - Employee Relations: Types of organizational communication, including downward communication.

NEW QUESTION # 144

Which of the following describes the act of placing employees into suitable positions?

- A. Job design
- B. Workforce planning
- **C. Job matching**
- D. Succession planning

Answer: C

Explanation:

Job matching refers to the process of placing employees into positions that align with their skills, experience, and qualifications. This ensures that individuals are in roles where they can perform effectively and contribute to organizational goals.

* Explanation of Other Options:

* A. Job design: Refers to structuring or restructuring job roles, not placement.

* C. Workforce planning: Focuses on long-term staffing needs, not immediate placement.

* D. Succession planning: Prepares employees for future leadership roles, not general job placement.

References:SHRM - Market-Based Job Evaluation Methods

CIPD - Needs Assessment for Training

Harvard Business Review - Cost Reduction Strategies

SHRM - Job Matching and Placement Practices

NEW QUESTION # 145

What is the first step in the logistics planning process for a corporate event?

- A. Hiring additional staff.
- **B. Establishing the event objectives and goals.**
- C. Developing a new product launch strategy.
- D. Creating a marketing plan.

Answer: B

Explanation:

Establishing the event objectives and goals is the first step in the logistics planning process for a corporate event. This step provides a clear direction for the planning team and ensures that all subsequent logistical decisions align with the event's purpose and desired outcomes.

NEW QUESTION # 146

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