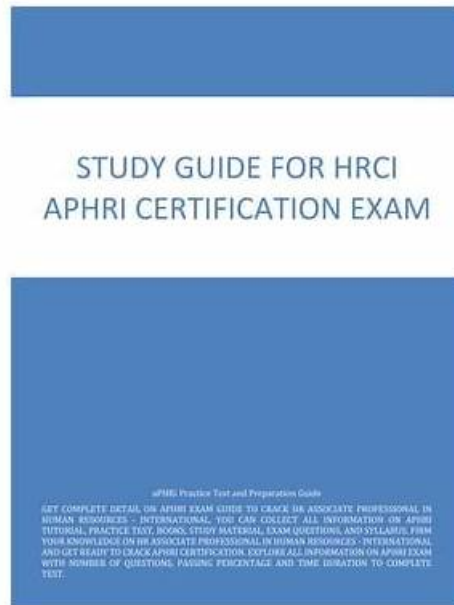


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HRCI Associate Professional in Human Resources - International Sample Questions (Q178-Q183):

NEW QUESTION # 178

What is the most effective strategy for improving employee relations within an organization?

- A. Mandating weekend work for all employees.
- B. Increasing salaries across the board.
- C. Promoting open communication and feedback.
- D. Implementing a strict dress code.

Answer: C

Explanation:

Promoting open communication and feedback is the most effective strategy for improving employee relations within an organization. This approach fosters trust, ensures employees feel heard, and allows management to address concerns proactively.

NEW QUESTION # 179

A training technique where a person works alongside a skilled technician is called:

- A. An apprenticeship
- B. An internship
- C. Coaching
- D. Shadowing

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

Shadowing is a training technique where a person observes and works alongside a skilled technician or employee to learn by watching and doing. It is often used for short-term learning, such as during onboarding.

* Option A (Coaching): Coaching involves ongoing guidance and feedback, not just working alongside someone.

* Option B (An internship): An internship is a broader work experience program, not a specific training technique.

* Option C (Shadowing): Correct, as it describes learning by observing a skilled worker.

Reference: aPHRi knowledge domain - Talent Development: Training methods, including job shadowing.

NEW QUESTION # 180

What department is responsible for producing a product from available resources?

- A. Legal
- B. Sales
- C. Operations
- D. Marketing

Answer: C

Explanation:

Comprehensive and Detailed in Depth Explanation:

The operations department is responsible for managing the production process, which includes transforming available resources (e.g., raw materials, labor) into finished products or services. Operations ensures efficiency and quality in production, a key function in manufacturing or service-oriented organizations.

* Option A (Legal): The legal department handles compliance and legal issues, not production.

* Option B (Operations): Correct, as operations oversees the production process.

* Option C (Marketing): Marketing focuses on promoting products, not producing them.

NEW QUESTION # 181

Place the commonly used steps in the employment termination process in order.

Termination Process	Steps
Call the employee into a private office for a short, clear meeting.	Step 1
Communicate with the rest of the organization about the departure of the employee.	Step 2
Communicate any benefits that the employee will receive, such as a severance package.	Step 3
Prepare a file documenting the reasons for the dismissal.	Step 4

Answer:

Explanation:

Termination Process	Steps
Call the employee into a private office for a short, clear meeting.	Step 1
Communicate with the rest of the organization about the departure of the employee.	Step 2
Communicate any benefits that the employee will receive, such as a severance package.	Step 3
Prepare a file documenting the reasons for the dismissal.	Step 4

Explanation:

Termination Process	Steps
Prepare a file documenting the reasons for the dismissal.	Step 1
Call the employee into a private office for a short, clear meeting.	Step 2
Communicate any benefits that the employee will receive, such as a severance package.	Step 3
Communicate with the rest of the organization about the departure of the employee.	Step 4

Ordered Employment Termination Process:

* Prepare a file documenting the reasons for the dismissal # Step 1

* **Explanation:** Documentation is the foundation of any termination process. It ensures that the reasons for termination are clear, consistent, and legally compliant. Proper records help protect the organization from potential legal challenges and ensure fairness.
Reference: SHRM's "Guide to Documenting Employee Performance Issues" (2022).

Call the employee into a private office for a short, clear meeting # Step 2 **Explanation:** A private meeting is essential to communicate the termination decision respectfully and clearly.

This ensures confidentiality and professionalism, allowing the employee to process the information in a dignified manner.

Reference: SHRM, "How to Conduct a Termination Meeting" (2021).

Communicate any benefits that the employee will receive, such as a severance package # Step 3 **Explanation:** Clearly communicating severance, benefits, or final paycheck details demonstrates fairness and reduces post-termination misunderstandings. It also supports compliance with labor laws and ensures a smoother transition.

Reference: "Severance Pay Best Practices," International Labour Organization (ILO) (2023).

Communicate with the rest of the organization about the departure of the employee # Step 4 **Explanation:** Informing the organization appropriately helps maintain workplace morale and transparency. The announcement should respect the departing employee's privacy while addressing any operational impacts.

Reference: CIPD's "Managing Organizational Changes and Communication" (2022).

Final Matching Summary:

- Step 1: Prepare a file documenting the reasons for the dismissal.
- Step 2: Call the employee into a private office for a short, clear meeting.
- Step 3: Communicate any benefits that the employee will receive, such as a severance package.
- Step 4: Communicate with the rest of the organization about the departure of the employee.

References:

- Society for Human Resource Management (SHRM), "Guide to Documenting Employee Performance Issues" (2022).
- SHRM, "How to Conduct a Termination Meeting" (2021).
- International Labour Organization (ILO), "Severance Pay Best Practices" (2023).
- Chartered Institute of Personnel and Development (CIPD), "Managing Organizational Changes and Communication" (2022).
- Harvard Business Review, "Steps to Ethical Termination Practices" (2020).

NEW QUESTION # 182

Which of the following is a method to collect information about work behaviors, conditions, and characteristics that apply to a job?

- A. Position analysis questionnaire
- B. Applicant entrance exam
- C. Individual performance assessment
- D. Employee satisfaction survey

Answer: A

Explanation:

Comprehensive and Detailed in Depth Explanation:

A position analysis questionnaire (PAQ) is a structured tool used to collect detailed information about a job's duties, responsibilities, work behaviors, conditions, and characteristics. It is commonly used in job analysis to create accurate job descriptions and specifications.

* Option A (Applicant entrance exam): This assesses candidate skills, not job characteristics.

* Option B (Employee satisfaction survey): This measures employee perceptions, not job-specific details.

* Option C (Position analysis questionnaire): Correct, as it is a specific method for collecting job-related information.

NEW QUESTION # 183

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