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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 (Q36-Q41):**

### **NEW QUESTION # 36**

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

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

**Answer: A**

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 # 37**

(Enter the answer as a number value.)

If an organization has 100 employees and a gross profit of US \$100,000, the profit per employee is US \$ \_\_\_\_\_.

**Answer:**

Explanation:

1000

Explanation:

The profit per employee is calculated as:

Profit per employee = Gross profit / Number of employees  
Profit per employee = \$100,000 / 100  
Profit per employee = \$1,000

\* Gross profit = \$100,000

\* Number of employees = 100

Profit per employee = \$100,000 / 100 = \$1,000

### **NEW QUESTION # 38**

Which technique is commonly used to monitor employee morale regularly?

- A. Implementing a rewards and recognition program.
- B. Hosting annual company retreats.
- C. Conducting casual check-ins during breaks.
- D. Holding regular one-on-one meetings with employees.

**Answer: D**

Explanation:

Holding regular one-on-one meetings with employees is a common technique to monitor employee morale regularly. These meetings provide an opportunity for open dialogue, allowing managers to gauge individual employee satisfaction and address any concerns promptly.

### NEW QUESTION # 39

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

- A. Replacement form
- B. Reposition form
- C. Recruitment 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 # 40

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

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

#### Answer: D

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 # 41

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