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HRCI Associate Professional in Human Resources - International Sample Questions (Q80-Q85):

NEW QUESTION # 80

The most common way to source passive job candidates is to use:

- A. Professional associations
- B. A job fair
- C. Radio advertisements
- D. An internal posting

Answer: A

Explanation:

they provide access to networks of industry professionals who may not be actively job-hunting but are engaged in their fields.

* This repeats Question No. 63, and the same reasoning applies.

References:SHRM - Performance Appraisal Biases

WorldatWork - Short-term vs. Long-term Incentive Plans

Harvard Business Review - Sourcing Passive Talent Strategies

NEW QUESTION # 81

What is the initial step an HR professional should take when establishing a feedback system for employees?

- A. Assess the current feedback culture within the organization.
- B. Use anonymous surveys to collect feedback.
- C. Wait for feedback requests from employees.
- D. Establish a top-down feedback approach.

Answer: A

Explanation:

Assessing the current feedback culture within the organization is the initial step in establishing a feedback system, as it helps identify existing strengths and areas for improvement, ensuring the system is built on a solid foundation.

NEW QUESTION # 82

A primary purpose of internet policies is to:

- A. Protect information shared within and outside of the organization
- B. Reduce frequency of communication in the organization
- C. Ensure the employees have secure access
- D. Create a structure for disciplinary procedures

Answer: A

Explanation:

Comprehensive and Detailed in Depth Explanation:

Internet policies outline acceptable use of the organization's internet resources, including email, browsing, and file sharing. A primary purpose is to protect information shared within and outside the organization by preventing data breaches, ensuring confidentiality, and mitigating risks like malware or unauthorized disclosures.

* Option A (Ensure the employees have secure access): While secure access is important, it is a technical aspect, not the primary purpose of the policy.

* Option B (Reduce frequency of communication in the organization): Internet policies do not aim to reduce communication; they regulate it.

* Option C (Create a structure for disciplinary procedures): This is a secondary outcome, not the primary purpose.

NEW QUESTION # 83

Which of the following describes the required qualifications for a given position?

- A. Job analysis
- B. Job design
- C. Job description
- D. Job specification

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

A job specification outlines the required qualifications, skills, education, experience, and other attributes needed for a specific position. It is derived from a job analysis and is often included as part of a job description, but it specifically focuses on the candidate requirements.

* Option A (Job design): This refers to structuring a job's tasks and responsibilities, not the qualifications.

* Option B (Job analysis): This is the process of gathering information about a job, which leads to creating a job description and specification, but it is not the document itself.

* Option C (Job description): This describes the job's duties and responsibilities, not the qualifications (though it may include the specification).

Reference: aPHRi knowledge domain - Recruitment and Selection: Job analysis, descriptions, and specifications.-----

NEW QUESTION # 84

Match each HR function with the type of document associated with it.

□

Answer:

Explanation:

Explanation:

Here is the correct matching for each HR function with the associated type of document:

* Benefits # Tuition reimbursement application

* Payroll # Court-ordered deductions

* Employment # Education verification

* Training and development # Skills inventory form

* Performance appraisals # Employee progress report

Step-by-Step Explanation

* Benefits: Documents related to benefits often include applications and forms for various employee perks, such as tuition reimbursement. The tuition reimbursement application is associated with the Benefits function as it falls under employee benefits management.

* Payroll: Payroll documentation includes information regarding deductions, taxes, and other financial records. Court-ordered deductions (such as garnishments) are processed through payroll, making it a key document in this area.

* Employment: Employment-related documents verify an employee's qualifications and credentials.

Education verification is a standard document used in the hiring process to confirm an applicant's educational background.

* Training and Development: This HR function involves tracking and managing employee skills, training programs, and development plans. A skills inventory form is used to document the skills of employees, making it relevant to training and development.

* Performance Appraisals: Performance appraisals involve assessing and documenting an employee's work performance. An employee progress report is part of this function, as it provides feedback on performance and areas for improvement.

NEW QUESTION # 85

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