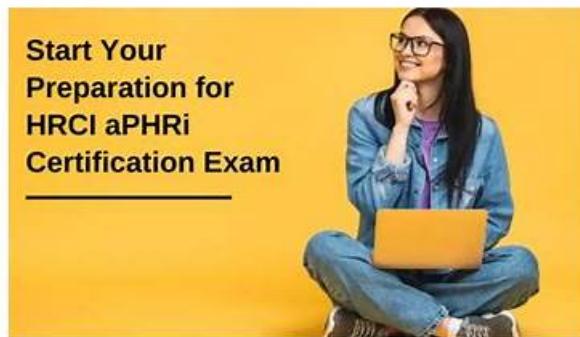


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## **HRCA Associate Professional in Human Resources - International Sample Questions (Q64-Q69):**

### **NEW QUESTION # 64**

Match each HR tool to its corresponding description

**Answer:**

Explanation:

Explanation:

Here is the correct matching for each HR tool with its corresponding description:

- \* Focus Group Discussion # Examines specific topics to determine satisfaction at work
- \* Engagement Survey # Measures employee feelings related to their pay and responsibilities
- \* Stay Interviews # Used to determine what motivates employees to continue working for an organization Step-by-Step Explanation
- \* Focus Group Discussion: This tool involves gathering a small group of employees to discuss specific topics in depth. It helps HR understand employee perspectives on certain issues or areas of satisfaction and dissatisfaction at work.
- \* Engagement Survey: Engagement surveys are used to gauge overall employee sentiment regarding various aspects of their job, including pay, responsibilities, and work environment. This tool helps organizations measure the level of employee engagement and areas for improvement.
- \* Stay Interviews: Stay interviews focus on understanding why employees choose to remain with the organization and what factors motivate them to continue. These interviews provide insights into retention drivers and potential areas for organizational improvement to retain talent.

### **NEW QUESTION # 65**

A company has noticed repeated lateness from an employee despite verbal warnings. What should the next step be in the progressive discipline process?

- A. Terminating the employee to set an example
- B. Suspending the employee without pay for a specific period
- **C. Issuing a formal written warning to the employee and discussing it**
- D. Offering counseling sessions for behavioral improvement

**Answer: C**

Explanation:

Issuing a formal written warning to the employee and discussing it is the appropriate next step after repeated lateness despite verbal warnings. This escalates the disciplinary action and clearly communicates the seriousness of the issue.

### **NEW QUESTION # 66**

In a given year, there were 10 injuries recorded in a population of 200 employees. The incident rate in this organization is \_\_\_\_\_ %.

**Answer:**

Explanation:

5%

Explanation:

Comprehensive and Detailed in Depth Explanation:

The incident rate (or injury rate) is calculated as the number of incidents (injuries) per 100 employees. The formula is:

Incident rate = (Number of injuries ÷ Total employees) × 100.

Given: Number of injuries = 10, Total employees = 200.

Incident rate = (10 ÷ 200) × 100 = 0.05 × 100 = 5%.

Thus, the incident rate is 5%. This metric is commonly used in HR to assess workplace safety and compliance with occupational health standards.

Reference: aPHRi knowledge domain - HR Operations: Calculating workplace safety metrics, such as incident rates.

### **NEW QUESTION # 67**

An organization hires additional employees at a specific period of the year. This employment type is called:

- A. seasonal
- B. On-call
- C. Agency
- D. Part-time

**Answer: A**

Explanation:

Definition of Seasonal Employment:

\* Seasonal employment refers to hiring additional workers during specific times of the year when the demand for labor increases temporarily. Examples include retail positions during the holiday season, agricultural workers during harvest, or resort staff during tourist peaks.

Why Seasonal is the Correct Answer:

\* Seasonal employees fill temporary needs directly tied to specific periods and are not intended as long-term or permanent hires.  
\* These workers often work full- or part-time hours but are employed only for a limited duration.

Eliminating Incorrect Options:

\* A. On-call: Refers to employees who work irregular hours and are available to work as needed, not tied to specific times of the year.  
\* B. Agency: Refers to employees hired through staffing agencies, often for temporary assignments, not specifically linked to a season.  
\* C. Part-time: Involves reduced hours but is unrelated to seasonal demand.

International HR References:

\* Fair Labor Standards Act (U.S.): Governs seasonal and temporary employment, setting wage and hour guidelines.  
\* ILO Convention on Employment Policy (C122): Addresses fair employment practices, including seasonal work.

## NEW QUESTION # 68

The primary purpose of conducting employee disciplinary procedures is to:

- A. Correct behavior.
- B. punish the employee.
- C. Clarity policies
- D. Develop the employee

**Answer: A**

Explanation:

Purpose of Disciplinary Procedures:

\* Employee disciplinary procedures aim to correct inappropriate behavior, ensure accountability, and promote adherence to workplace policies.

Why Correcting Behavior is Correct:

\* The goal is not punitive but rehabilitative, helping employees align their actions with organizational expectations.

Eliminating Incorrect Options:

\* B. Punish the employee: Modern HR practices focus on improvement, not punishment.  
\* C. Develop the employee: Development is a broader concept linked to training, not discipline.  
\* D. Clarify policies: While policies may be reinforced, the primary focus is correcting behavior.

International HR References:

\* ACAS Code of Practice (UK): Emphasizes corrective measures in disciplinary actions.

## NEW QUESTION # 69

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