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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 (Q126-Q131):

NEW QUESTION # 126

A multinational firm is implementing new privacy policies to protect employee data. How should the HR department approach this task to ensure compliance with diverse legal requirements across different regions?

- A. Use a one-size-fits-all approach to data privacy policies.
- B. Limit privacy policies to high-level employees only.
- **C. Establish clear guidelines for data collection, storage, and usage.**
- D. Implement privacy measures without consulting legal experts.

Answer: C

Explanation:

Establishing clear guidelines for data collection, storage, and usage is crucial for protecting employee data and ensuring compliance with privacy regulations, providing a consistent and legally sound approach to handling sensitive information.

NEW QUESTION # 127

Which of the following is an important factor to consider when conducting an initial screening of applications?

- A. Salary expectations
- **B. Employment history**
- C. Health status
- D. Reference checks

Answer: B

Explanation:

Importance of Initial Screening of Applications:

* The initial screening process is crucial for identifying candidates who meet the basic requirements of the job. This ensures that only qualified candidates proceed to later stages, saving time and resources.

Why Employment History is Key:

* C. Employment history provides insight into a candidate's work experience, tenure, career progression, and relevance of their past roles to the current job.

* It helps identify patterns such as frequent job changes, gaps in employment, or inconsistencies in their career trajectory that may need further investigation.

* Employment history also allows employers to align candidate experience with job requirements, ensuring a better fit.

Eliminating Incorrect Options:

* A. Health status: Considering a candidate's health status at the initial screening is inappropriate and could violate anti-discrimination laws such as the Americans with Disabilities Act (ADA) or equivalent international regulations.

* B. Reference checks: Reference checks are typically conducted later in the hiring process, not during the initial screening.

* D. Salary expectations: While relevant at some stage, salary expectations are usually addressed during interviews or negotiation phases, not during initial screening.

International HR References:

* Title VII of the Civil Rights Act (U.S.): Prohibits discrimination based on protected characteristics during hiring.

* Equality Act 2010 (UK): Protects candidates from discrimination in employment processes.

NEW QUESTION # 128

Tom needs to create an organizational chart for a company with a matrix structure. What should he ensure to accurately represent this structure?

- A. Single reporting line
- **B. Multiple reporting lines**
- C. Clear job titles
- D. Departmental divisions

Answer: B

Explanation:

To accurately represent a matrix structure in an organizational chart, it's essential to include multiple reporting lines. This shows how employees report to different managers for various aspects of their roles.

NEW QUESTION # 129

A company wants to ensure their job postings comply with legal standards. They carefully review the language used to avoid any discriminatory terms. What aspect of job posting does this scenario describe?

- **A. Ensuring compliance with employment laws**
- B. Reviewing job titles and descriptions for bias
- C. Providing detailed job descriptions
- D. Using inclusive and non-discriminatory language

Answer: A

Explanation:

Ensuring compliance with employment laws in job postings involves reviewing the language to avoid discriminatory terms, which is crucial for maintaining fairness and legality in hiring.

NEW QUESTION # 130

What is the most effective way to prevent data theft in the workplace?

- A. Relying solely on antivirus software.
- B. Allowing unrestricted access to all data.
- C. Storing sensitive information in unlocked cabinets.
- **D. Implementing robust encryption protocols and access controls.**

Answer: D

Explanation:

Implementing robust encryption protocols and access controls is the most effective way to prevent data theft in the workplace. Encryption ensures that even if data is accessed by unauthorized individuals, it remains unreadable, while access controls restrict who can view or modify sensitive information.

NEW QUESTION # 131

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