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HRCI Associate Professional in Human Resources - International Sample Questions (Q69-Q74):

NEW QUESTION # 69

When disciplining an employee, the role of human resources is to:

- A. Administer the disciplinary action to protect the supervisor and employee relationship
- B. Train employees to avoid further disciplinary action
- C. Promote well-trained employees to supervisory roles to avoid similar issues
- **D. Serve in an advisory role and guide the supervisor in the process**

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

In the disciplinary process, HR's role is to act as a neutral advisor, ensuring that the process is fair, consistent, and compliant with organizational policies and legal standards. HR guides the supervisor on how to handle the situation, including following proper procedures, documenting the issue, and ensuring the employee's rights are protected. This helps maintain fairness and reduces the risk of legal issues.

* Option A (Administer the disciplinary action to protect the supervisor and employee relationship): While HR may help maintain relationships, their primary role is not to administer the action but to advise. Supervisors typically administer discipline.

* Option B (Train employees to avoid further disciplinary action): Training may follow discipline, but it is not HR's primary role during the disciplinary process.

* Option C (Serve in an advisory role and guide the supervisor in the process): Correct, as HR ensures the process is handled appropriately and legally.

NEW QUESTION # 70

Which of the following components is essential to comply with wage and hour regulations?

- A. Flexible working hours
- **B. Accurate record-keeping**
- C. Health insurance options
- D. Paid time off policies

Answer: B

Explanation:

Accurate record-keeping is essential to comply with wage and hour regulations, ensuring that employees are paid correctly and that the company adheres to legal standards.

NEW QUESTION # 71

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

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

Answer: C

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.

Reference: aPHRi knowledge domain - Recruitment and Selection: Job analysis methods, including the position analysis questionnaire.=====

NEW QUESTION # 72

An organization that focuses primarily on mid-level to senior level recruitment is commonly referred to as a (n):

- A. Professional association
- **B. Executive search firm**
- C. Recruitment agency
- D. HR placement firm

Answer: B

NEW QUESTION # 73

John, an employee, has suffered an injury at work and needs to file an insurance claim. He gathers all medical reports, receipts, and fills out the claim form before submitting it to the insurance provider. What is this process called?

- A. Authorizing an insurance claim
- **B. Filing an insurance claim**
- C. Evaluating an insurance claim
- D. Processing an insurance claim

Answer: B

Explanation:

Filing an insurance claim involves gathering all necessary documents, such as medical reports and receipts, and filling out the claim form correctly before submitting it to the insurance provider, as John did in his process.

NEW QUESTION # 74

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What is the hub used in a token ring network called, Each thread executes aPHRi Reliable Exam Practice a subtask allowing these subtasks of the process to execute independently without regard to the process's main flow of control.

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