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HRCI Associate Professional in Human Resources - International Sample Questions (Q158-Q163):

NEW QUESTION # 158

Place the commonly used steps in the employment termination process in order.

Termination Process		Steps
	Drop here	Step 1
	Drop here	Step 2
	Drop here	Step 3
	Drop here	Step 4

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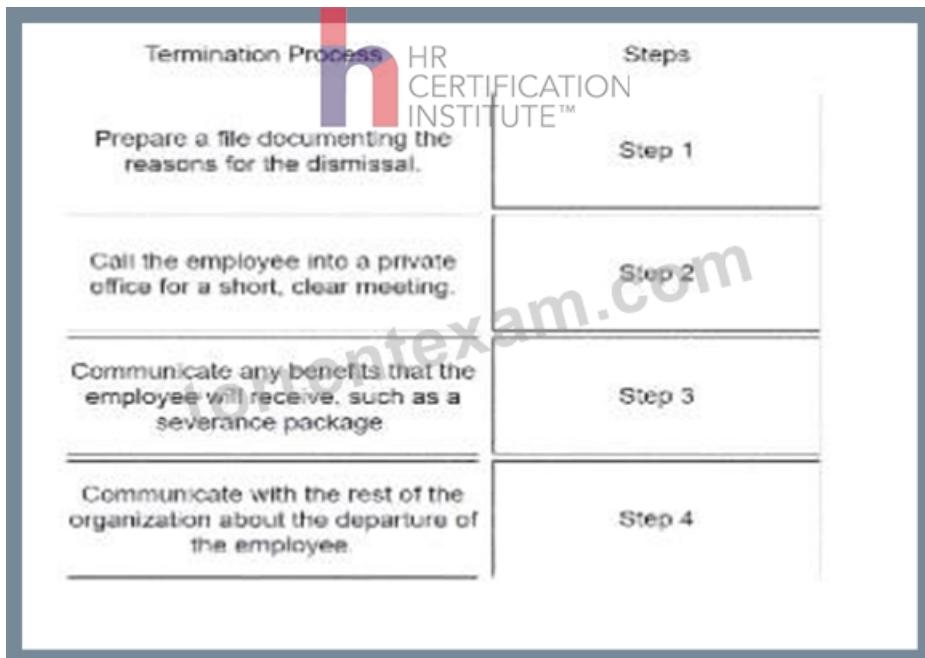
Answer:

Explanation:

Termination Process	Steps
Call the employee into a private office for a short, clear meeting.	Step 1
Prepare a file documenting the reasons for the dismissal.	
Communicate with the rest of the organization about the departure of the employee.	Step 2
Communicate any benefits that the employee will receive, such as a severance package.	Step 3
Communicate with the rest of the organization about the departure of the employee.	Step 4
Call the employee into a private office for a short, clear meeting.	
Prepare a file documenting the reasons for the dismissal.	
Communicate with the rest of the organization about the departure of the employee.	
Communicate any benefits that the employee will receive, such as a severance package.	
Communicate with the rest of the organization about the departure of the employee.	

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Explanation:



Ordered Employment Termination Process:

- * Prepare a file documenting the reasons for the dismissal # Step 1
- * Explanation: Documentation is the foundation of any termination process. It ensures that the reasons for termination are clear, consistent, and legally compliant. Proper records help protect the organization from potential legal challenges and ensure fairness.

NEW QUESTION # 159

John has completed his resignation formalities, but he hasn't yet returned his company laptop and keycard. According to off-boarding best practices, what should be the next step?

- A. Contact John to remind him to return the items.
- B. Deduct the cost of unreturned items from John's final paycheck.
- C. Deactivate John's access to company systems.
- D. Escalate the issue to HR.

Answer: A

Explanation:

Contacting John to remind him to return the items is the next step according to off-boarding best practices. This ensures that the company retrieves its property and avoids potential security risks associated with unreturned assets.

NEW QUESTION # 160

A learning management system (LMS) is primarily used to:

- A. Check employment reference
- B. Record employee performance
- C. Track employee development
- D. Verify employment eligibility

Answer: C

Explanation:

Definition of Learning Management System (LMS):

- * An LMS is a platform used by organizations to manage, deliver, and track training and development programs.

Why Tracking Employee Development is Correct:

- * The primary purpose of an LMS is to facilitate and monitor employee training, ensuring that skill development aligns with organizational goals.

Eliminating Incorrect Options:

- * A. Verify employment eligibility: This is handled through I-9 verification or equivalent processes, not an LMS.

- * C. Record employee performance: Performance is typically tracked through performance management systems, not an LMS.
- * D. Check employment reference: This is part of recruitment, unrelated to an LMS.

International HR References:

- * ISO 30401: Provides guidelines for knowledge management systems, including LMS.

NEW QUESTION # 161

A company needs temporary staff to cover a seasonal increase in workload. Which external HR service provider should they contact?

- A. Training firms
- B. Recruitment firms
- C. Career coaches
- D. Staffing agencies

Answer: D

Explanation:

Staffing agencies provide temporary staff to cover increases in workload, such as seasonal demands. They have a pool of candidates ready to step in and help businesses manage short-term staffing needs.

NEW QUESTION # 162

An employee's current experience and abilities are determined by using a(n):

- A. Applicant tracking system
- B. Performance management system
- C. Succession plan
- D. Skills inventory

Answer: D

Explanation:

Comprehensive and Detailed in Depth Explanation:

A skills inventory is a tool used to catalog an employee's current experience, skills, qualifications, and abilities. It helps HR understand the workforce's capabilities for purposes like training, development, or workforce planning.

* Option A (Skills inventory): Correct, as it directly assesses an employee's current experience and abilities.

* Option B (Succession plan): This identifies employees for future leadership roles, not their current skills.

* Option C (Performance management system): This evaluates performance, not a comprehensive skills assessment.

Reference: aPHRi knowledge domain - Talent Development: Using skills inventories for workforce planning.

NEW QUESTION # 163

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