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QUESTION 1

As an HR Professional, you must sometimes terminate employees from your organization. When an employee is terminated, there must be a just cause or a good cause for the termination. Which one of the following is not a valid just cause for the employee's termination?

- A. Whether the employee is a member of a protected class
- B. Whether the employee was warned in advance
- C. Whether the rule has been applied consistently
- D. Whether reasonable "proof" of the violation existed, or was obtained through investigation

Correct Answer: A

The membership of a protected class should have no bearing on a good cause for termination. Answer options B, D, and C are incorrect. These are examples of just cause of termination.

QUESTION 2

You are a HR Professional for your organization and you're preparing your team for a series of interviews. You want the team to be familiar with the validity types you'll use and encourage in the series of interviews. One of the requirements in the interview process for a graphic designer is, for the graphic designer to use a software program and to create a simple brochure. This is an example of what type of validity?

- A. Construct-related validity
- B. Predictive validity
- C. Criterion-related validity
- D. Content validity

Correct Answer: D

The selection criterion for the graphic designer to use the software program and create a brochure is indicative of the type of work the graphic designer should be able to do in the job. This is an example of content validity for the applicant.

Answer option C is incorrect. Criterion-related validity is an example where performance scores achieved by current employees are based on the criterion used for the selection. For example, current employees can perform better because

they can design artwork in particular software programs, so applicants must be able to use the particular software program to qualify for the position.

Answer option A is incorrect. Construct-related validity measures certain psychological tests to determine whether the applicant possesses the desired characteristics to operate successfully in the position.

Answer option B is incorrect. Predictive-validity is a confirmation of characteristics the candidate is tested for during the interview process, hold true in the actual performance of the candidate once they've been hired.



QUESTION 3

Organizational functions, according to Fayol, conform to one of the six functional areas. Which one of the following is not an area of organizational functions for strategic planning?

- A. Sales and marketing
- B. Financial activities
- C. Human resource management
- D. Technical activities

Correct Answer: C

Fayol did not include human resource management as one of the six functional areas of an organization. The six areas are: technical activities, sales and marketing, financial activities, security activities, accounting activities, and managerial activities. Answer options D, B, and A are incorrect. Technical activities, financial activities, and sales and marketing are components of the six functional areas.

QUESTION 4

Which of the following clause protects the employee's job and compensation in the event of a reorganization, acquisition, or merger, for a specified period of time?

- A. Termination clause
- B. Change of control
- C. Advice of counsel
- D. Disability or death

Correct Answer: B

The change of control clause protects the employee's job and compensation in the event of a reorganization, acquisition, or merger, for a specified period of time. Answer option C is incorrect. Advice of counsel is a clause for advising the

employee to seek legal counsel prior to signing the contract is often included. Answer option A is incorrect. The termination clause sets forth conditions that can be a cause termination. Inability to perform, neglecting the duties of the position,

misconduct, or violations of company policies can be causes of termination.

Answer option D is incorrect. This clause can be included by the employer that states what happens to the agreement in the event of the disability or death of the employee.

QUESTION 5

You are a HR Professional for your organization. You have presented an idea to your staff. The staff members then



discuss their ideas based on your presentation. All of the ideas are recorded and collectively ranked from most important to least important (or some other ordinal scale). Through this process a selection or forecast can be made for the organization. What forecasting technique have you used in this scenario?

- A. Nominal group technique
- B. Ratio analysis
- C. Brainstorming
- D. Delphi Technique

Correct Answer: A

The nominal group technique is a facilitated workshop to present an idea, allow brainstorming of additional ideas, and then the solutions are ranked by the group. A forecast can then be created based on the outcome of the exercise.

Answer option C is incorrect. This is more than just brainstorming as brainstorming does not begin with a presented idea or a ranking of ideas to predict an outcome. Answer option D is incorrect. The Delphi Technique uses rounds of

anonymous surveys to build consensus.

Answer option B is incorrect. Ratio analysis is a mathematical forecasting technique using two or more variables to predict a likely outcome.

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