

PRACTICE QUESTIONS

USAI

Certified AI Consultant - Human Resources

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EDITION Free Set 2

QUESTIONS 10

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EXAM USAI Certified AI Consultant - Human Resources

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10 practice questions for the USAI Certified AI Consultant - Human Resources exam, each followed by its answer and a short explanation. More free sets and the full practice exam:

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1. Which body is usually responsible for approving AI use cases that affect employees?
- A The individual recruiter or hiring manager who found the tool and likes using it
 - B The vendor's customer success team, which knows the product best
 - C A cross-functional AI governance committee with HR, legal, privacy and IT representation
 - D The payroll system administrator acting alone under existing system authority

Answer: C

A cross-functional committee can weigh employment risk, data protection and operational impact before a use case goes live. Leaving approval to a single recruiter is tempting for speed, but it removes the review that employment law and data protection rules expect. A vendor's customer success team has a commercial interest in the sale, so it cannot act as the approver.

2. An AI-generated workforce forecast should be shared with managers along with its key assumptions and uncertainty range.
- A True
 - B False

Answer: A (True)

Managers can only challenge a forecast if they can see the assumptions behind it and how wide its uncertainty is. Hiding the inputs makes the forecast look more certain than it is, and that false certainty drives poor staffing decisions. The statement is true.

3. An HR leader wants a generative AI assistant to draft job descriptions. What is the most important first control?
- A Letting the assistant publish postings directly to job boards on a fixed schedule
 - B Accepting the assistant's default wording as reflecting the vendor's training data
 - C Having the assistant score each applicant's resume against the posting requirements automatically
 - D Requiring a human reviewer to check wording for inclusive language and unnecessary requirements before posting

Answer: D

A human review step catches biased or inflated requirements, such as degree demands that screen out capable applicants, before postings reach candidates. Direct publishing to job boards removes that control entirely. Using the assistant to score resumes moves it into a screening decision, which raises a different and more regulated risk.

4. Moving employees into new roles within the same company as their skills change is called _____.

Answer: internal mobility (also accepted: internal job mobility)

Internal mobility covers transfers and promotions that move people into roles needing different skills, which is often cheaper than external hiring for a changing job. It differs from attrition, where people leave the company, and from succession planning, which names future leaders for critical roles. Either of those would misread what the term describes.

5. Which two practices help a recruiter use an AI sourcing tool responsibly? (Choose two.)

- A Reviewing whether the search criteria exclude groups for reasons that are not connected to the job
- B Restricting sourcing to people who already work for competitors, since they are the most likely fit
- C Telling candidates when automated tools were used in their assessment, as local rules may require
- D Letting the tool send outreach messages with no human review of the message wording or targets
- E Keeping sourcing data indefinitely so that future searches can learn from every past profile

Answer: A, C

Reviewing search criteria catches filters, such as school names or location rules, that can exclude groups for no job-related reason. Telling candidates about automated steps supports transparency and is a legal requirement in some places. Restricting outreach to competitors' staff, sending unreviewed messages and keeping data forever are poor practices that responsible sourcing avoids.

6. Which candidate attribute is it generally safest to exclude from the features of a hiring model?

- A Job-related skills demonstrated in a structured work sample task scored against a rubric
- B Answers to standardized questions that are tied to the core duties of the job being filled
- C Age or close proxies for age such as graduation year
- D Professional certifications explicitly required by the job posting and verified during screening

Answer: C

Age and proxies for age, such as graduation year, are protected characteristics under U.S. employment law and should not be inputs to a hiring model. The other three options are job-related and can be used once they are validated. Required certifications can look like a convenient proxy for capability, but they are legitimate criteria when the posting requires them.

7. Which employee-facing use of AI most clearly needs a notice and an opt-out or appeal path?
- A A spell checker that suggests grammar and spelling fixes to pages on the internal wiki
 - B An automated tool that flags staff for discipline based on badge and keystroke data
 - C A search assistant that helps staff find policy documents and forms on the company intranet
 - D A translation feature that renders benefits pages into Spanish for employees who prefer it

Answer: B

Tools that flag staff for discipline from monitoring data affect employment outcomes, so employees should be told what is collected and have a route to challenge decisions. Spell checking, intranet search and translation do not make consequential decisions about people. Notice is therefore required for monitoring used in discipline, not for the lower-stakes assistive features.

8. A model that has been validated against actual performance outcomes, with fairness testing on those results, meets the bar for use in a promotion decision.
- A True
 - B False

Answer: A (True)

Validation against actual performance and fairness testing of the outcomes are the two checks that show a promotion model is job-related and not discriminatory. Those are the checks that frameworks and audits look for. The statement is true.

9. A manager asks an AI assistant to rank team members for a bonus pool. What is the best response from HR?
- A Let the assistant produce the ranking because it can cover all of the data held across the systems
 - B Allow the ranking if the manager signs off on the final numbers after the tool has finished running
 - C Require documented criteria first and then review the output against evidence and calibration rules
 - D Use the ranking directly because bonus pools are a financial decision rather than a people decision

Answer: C

Documented criteria and an evidence check let HR see why each person was placed where they were, which is what a calibrated bonus process needs. Letting the tool rank people, even with a manager sign-off afterward, lets an unexamined ranking shape the outcome. Treating bonus pools as purely financial ignores that they allocate pay to people.

10. Which practice gives the strongest evidence that an AI pay recommendation tool is working as intended?
- A Recording how many managers opened the tool's recommendation screen each quarter
 - B Counting the number of pay recommendations the tool generated across all business units each year
 - C Confirming that the vendor's uptime report stays above its contracted service level each month
 - D Reviewing how often advice was followed and whether pay outcomes differ across groups after controls

Answer: D

Checking whether advice was followed and whether outcomes differ across groups after controls shows whether the tool changes pay in fair, intended ways. Login counts and recommendation volume measure use, not effect. Uptime reports show the system is running, not that its advice is sound.