

HRCI aPHR

HRCI HR ASSOCIATE PROFESSIONAL CERTIFICATION QUESTIONS & ANSWERS

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APHR

[HRCI Associate Professional in Human Resources \(aPHR\)](#)

125 Questions Exam – 500 / 700 Cut Score – Duration of 135 minutes

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Discover More about the aPHR Certification

Are you interested in passing the HRCI aPHR exam? First discover, who benefits from the aPHR certification. The aPHR is suitable for a candidate if he wants to learn about Human Resources. Passing the aPHR exam earns you the HRCI Associate Professional in Human Resources (aPHR) title.

While preparing for the aPHR exam, many candidates struggle to get the necessary materials. But do not worry; your struggling days are over. The aPHR PDF contains some of the most valuable preparation tips and the details and instant access to useful [aPHR study materials just at one click](#).

HRCI aPHR HR Associate Professional Certification Details:

Exam Name	HRCI Associate Professional in Human Resources
Exam Code	aPHR
Exam Fee	USD \$300
Application Fee	USD \$100
Exam Duration	135 Minutes
Number of Questions	125
Passing Score	500 / 700
Format	Multiple Choice Questions
Books / Trainings	Preparation
Schedule Exam	PROMETRIC
Sample Questions	HRCI HR Associate Professional Exam Sample Questions and Answers
Practice Exam	HRCI Associate Professional in Human Resources (aPHR) Practice Test

aPHR Syllabus:

Topics	Details	Weights
Talent Acquisition	Knowledge of:	19%

Topics	Details	Weights
	<ol style="list-style-type: none"> 1. Methods to identify staffing needs and guide talent acquisition efforts (for example, forecasting, job analysis, the creation and structure of job descriptions, and alternative staffing approaches) 2. Talent sourcing tools and techniques to identify and engage prospective candidates (for example, employer branding, social media, candidate pipelines, resume mining, job postings, job fairs, and employee referrals) 3. Recruiting procedures and strategies for screening and selecting qualified applicants (for example, recruitment firms/staffing agencies, skills assessments, interview techniques and best practices, and biases) 4. The lifecycle of hiring and onboarding a selected applicant (for example, reference and background checks, offer letters and counteroffers, employment contracts, and the distribution and collection of company-mandated documents; such as employee handbook and policy acknowledgments, nondisclosure or other agreements, and benefits paperwork) 5. The use of technology for collecting, storing, reviewing and analyzing candidate/applicant information and recruiting data (for example, applicant tracking systems, human resource information systems (HRIS), return on investment (ROI), cost-per-hire, and time-to-fill) 	
Learning & Development	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The overall purpose and desired outcomes of employee orientation for new hires and/or internal hires (for example, setting expectations, building relationships and acclimation) 2. The concept of instructional design and components of commonly used models and methods for developing an organizational learning strategy (for example, knowledge, skills and, abilities (KSAs), ADDIE model, needs analysis, goals/objectives, available training resources and intended audience) 3. Elements and suitable applications for various training formats and delivery techniques (for example, blended, virtual, self-paced, instructor-led, on-the-job, role play, facilitation, and in-house vs. external training services) 4. The concept, purpose, and key/desired outcomes of a change management process (for example, assessing readiness, communication plans, identifying needs, and providing resources and training) 	15%

Topics	Details	Weights
	<ol style="list-style-type: none"> 5. Methods and tools used to track employee development and measure the effectiveness of the training (for example, learning management systems (LMS), reporting, post-training evaluation and metrics) 	
Compensation & Benefits	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The elements involved in developing and administering an organization's compensation strategy; such as pay structures, pay adjustments and incentive programs (for example, external service providers, market analysis, job evaluation/classifications, merit increases, pay scales/grades, cost of living adjustments, and service awards) 2. Health benefit and insurance programs including, eligibility requirements, enrollment periods and various designs (for example, high deductible plans, health savings accounts, flexible spending accounts, preferred provider organizations, and short or long-term disability) 3. Supplemental wellness and fringe benefit programs commonly offered by organizations (for example, employee assistance programs (EAPs), gym membership, online therapy, housing or relocation assistance, and travel/transportation stipends) 4. Employee eligibility for, and enrollment in retirement plans, and rules regarding contributions and withdrawals (for example, 401(k), 457(b), catch-up contributions, and hardship withdrawals) 5. Components of wage statements and payroll processing (for example, taxation, deductions, differentials, garnishments, leave reporting and final pay, and total reward statements) 	17%
Employee Relations	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. The purpose and difference between mission, vision and value statements, and how they influence an organization's culture and employees 2. How HR supports organizational goals and objectives through HR policies, procedures, and operations (for example, functions of human resource information systems (HRIS), organizational structures, preparing HR-related documents, basic communication flows & methods, SWOT analysis, and strategic planning) 3. Techniques used to engage employees, collect feedback, and improve employee satisfaction (for example, employee recognition programs, stay 	24%

Topics	Details	Weights
	<p>interviews, engagement surveys, work/life balance initiatives and alternative work arrangements)</p> <ol style="list-style-type: none"> 4. Workforce management throughout the employee lifecycle, including performance management and employee behavior issues (for example, goal setting, benchmarking, performance appraisal methods & biases, ranking/rating scales, progressive discipline, termination/separation, offboarding, absenteeism, and turnover/retention) 5. Policies and procedures to handle employee complaints, facilitate investigations, and support conflict resolution (for example, confidentiality, escalation, retaliation, and documentation) 6. The elements of diversity and inclusion initiatives and the impact on organizational effectiveness and productivity (for example, social responsibility initiatives, cultural sensitivity and acceptance, unconscious bias and stereotypes) 	
Compliance & Risk Management	<p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Applicable laws and regulations related to talent acquisition, training, and employee/employer rights and responsibilities; such as nondiscrimination, accommodation, and work authorization (for example: EEOC, DOL, I-9 form completion, employment-at-will, Title VII, ADA, Immigration Reform and Control Act, Title 17 [Copyright law]) 2. Applicable laws, regulations, and legal processes affecting employment in union environments (for example, WARN Act, NLRA, collective bargaining, and alternative dispute resolution methods) 3. Applicable laws and regulations related to compensation and benefits, such as monetary and nonmonetary entitlement, wage and hour (for example: ERISA, COBRA, FLSA, USERRA, PPACA, and tax treatment) 4. Applicable laws and regulations related to workplace health, safety, security, and privacy (for example: OSHA, Drug-Free Workplace Act, ADA, HIPAA, Sarbanes-Oxley Act, WARN act, and sexual harassment) 5. Risk assessment and mitigation techniques to promote a safe, secure and compliant workplace (for example, emergency evacuation procedures, violence, business continuity plan, intellectual and employee data protection, and theft) 6. Organizational restructuring initiatives and their risks to business continuity (mergers, acquisitions, divestitures, integration, offshoring, downsizing and furloughs) 	25%

Broaden Your Knowledge with HRCI aPHR

Sample Questions:

Question: 1

Employees experiencing management-by-objective may feel more motivated and productive because such a management style:

- a) holds employees accountable and gives them training to ensure they are skilled for their jobs.
- b) requires the use of top-down communication so that employees are fully aware of the goings on in the company.
- c) involves employees in setting company objectives.
- d) establishes bonuses and incentives when employees meet goals.

Answer: c

Question: 2

If a company opts to change its processes and departments and shifts employees into different departments without terminating or onboarding employees, the company is striving to meet its staffing needs through:

- a) recruitment.
- b) downsizing.
- c) promotions.
- d) job redesign.

Answer: d

Question: 3

Dependent care within an organization is focused on:

- a) creating a flexible work environment.
- b) a fair absence and vacation policy.
- c) on-site caregiving services.
- d) giving employees training options.

Answer: c

Question: 4

COBRA is a type of benefit that is:

- a) salaried compensation.
- b) mandatory.
- c) direct compensation.
- d) voluntary.

Answer: b

Question: 5

An employee approaches a peer and reiterates a rumor he heard about a new hire. This type of communication is considered which of the following?

- a) Downward
- b) Horizontal
- c) External
- d) Grapevine

Answer: d**Question: 6**

A new employee is required to go through an extensive onboarding and training session that lasts two weeks. In providing this employee and others with such a robust introduction to the company and job roles, the company is doing all except which of the following?

- a) Decreasing costs
- b) Increasing productivity
- c) Decreasing anxiety
- d) Increasing turnover

Answer: d**Question: 7**

Per the contract, an employee works 40 hours per week for half of the year. The employee has been contracted to work in such a way for five years. That employee would be considered a:

- a) part-time temporary employee.
- b) full-time permanent employee.
- c) part-time permanent employee.
- d) full-time temporary employee.

Answer: d**Question: 8**

Which rating method or approach establishes standards based on job analysis and employee behaviors and then establishes point values associated with each criterion?

- a) Forced distribution method
- b) Critical incident method
- c) BARS
- d) FPE

Answer: c

Question: 9

During an annual review, an employee experiences sharp pains in her side. While she tries to stay alert, she misses out on some pertinent information because of:

- a) physiological noise.
- b) semantic noise.
- c) psychological noise.
- d) physical noise.

Answer: a**Question: 10**

A person who is traveling to the United States just to visit and does not intend to either work or overstay their visit. This would be an example of a person who should apply for which of the following?

- a) C-Visa
- b) EAD
- c) B-2 Visa
- d) B-1 Visa

Answer: a

Avail the Study Guide to Pass HRCI aPHR HR Associate Professional Exam:

- Find out about the aPHR syllabus topics. Visiting the official site offers an idea about the exam structure and other important study resources. Going through the syllabus topics help to plan the exam in an organized manner.
- Once you are done exploring the [aPHR syllabus](#), it is time to plan for studying and covering the syllabus topics from the core. Chalk out the best plan for yourself to cover each part of the syllabus in a hassle-free manner.
- A study schedule helps you to stay calm throughout your exam preparation. It should contain your materials and thoughts like study hours, number of topics for daily studying mentioned on it. The best bet to clear the exam is to follow your schedule rigorously.
- The candidate should not miss out on the scope to learn from the aPHR training. Joining the HRCI provided training for aPHR exam helps a candidate to strengthen his practical knowledge base from the certification.

- Learning about the probable questions and gaining knowledge regarding the exam structure helps a lot. Go through the [aPHR sample questions](#) and boost your knowledge
- Make yourself a pro through online practicing the syllabus topics. aPHR practice tests would guide you on your strengths and weaknesses regarding the syllabus topics. Through rigorous practicing, you can improve the weaker sections too. Learn well about time management during exam and become confident gradually with practice tests.

Career Benefits:

Passing the aPHR exam, helps a candidate to prosper highly in his career. Having the certification on the resume adds to the candidate's benefit and helps to get the best opportunities.

Here Is the Trusted Practice Test for the aPHR Certification

ProcessExam.Com is here with all the necessary details regarding the aPHR exam. We provide authentic practice tests for the aPHR exam. What do you gain from these practice tests? You get to experience the real exam-like questions made by industry experts and get a scope to improve your performance in the actual exam. Rely on ProcessExam.Com for rigorous, unlimited two-month attempts on the [aPHR practice tests](#), and gradually build your confidence. Rigorous practice made many aspirants successful and made their journey easy towards grabbing the HRCI Associate Professional in Human Resources (aPHR).

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