

HRCI aPHR

HRCI HR ASSOCIATE PROFESSIONAL CERTIFICATION QUESTIONS & ANSWERS

Exam Summary – Syllabus – Questions

APHR

HRCI Associate Professional in Human Resources (aPHR)

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

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Know Your aPHR Certification Well:

The aPHR is best suitable for candidates who want to gain knowledge in the HRCI Human Resources. Before you start your aPHR preparation you may struggle to get all the crucial HR Associate Professional materials like aPHR syllabus, sample questions, study guide.

But don't worry the aPHR PDF is here to help you prepare in a stress free manner.

The PDF is a combination of all your queries like-

- What is in the aPHR syllabus?
- How many questions are there in the aPHR exam?
- Which Practice test would help me to pass the aPHR exam at the first attempt?

Passing the aPHR exam makes you HRCI Associate Professional in Human Resources (aPHR). Having the HR Associate Professional certification opens multiple opportunities for you. You can grab a new job, get a higher salary or simply get recognition within your current organization.

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	90
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	<p>Knowledge of:</p> <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) 	19%
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) 	15%

Topics	Details	Weights
	<ol style="list-style-type: none"> 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) 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), 	24%

Topics	Details	Weights
	<p>organizational structures, preparing HR-related documents, basic communication flows & methods, SWOT analysis, and strategic planning)</p> <ol style="list-style-type: none"> 3. Techniques used to engage employees, collect feedback, and improve employee satisfaction (for example, employee recognition programs, stay interviews, engagement surveys, work/life balance initiatives and alternative work arrangements) 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) 	
<p>Compliance & Risk Management</p>	<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 	<p>25%</p>

Topics	Details	Weights
	<p>(for example, emergency evacuation procedures, violence, business continuity plan, intellectual and employee data protection, and theft)</p> <p>6. Organizational restructuring initiatives and their risks to business continuity (mergers, acquisitions, divestitures, integration, offshoring, downsizing and furloughs)</p>	

HRCI aPHR Sample Questions:

Question: 1

COBRA is a type of benefit that is:

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

Answer: b

Question: 2

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: 3

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: 4

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: 5**

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**Question: 6**

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: 7**

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: 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

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: 10

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

Study Guide to Crack HRCI HR Associate Professional aPHR Exam:

- Getting details of the aPHR syllabus, is the first step of a study plan. This pdf is going to be of ultimate help. Completion of the syllabus is must to pass the aPHR exam.
- Making a schedule is vital. A structured method of preparation leads to success. A candidate must plan his schedule and follow it rigorously to attain success.

- Joining the HRCI provided training for aPHR exam could be of much help. If there is specific training for the exam, you can discover it from the link above.
- Read from the aPHR sample questions to gain your idea about the actual exam questions. In this PDF useful sample questions are provided to make your exam preparation easy.
- Practicing on aPHR practice tests is must. Continuous practice will make you an expert in all syllabus areas.

Reliable Online Practice Test for aPHR Certification

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