

# HRCI aPHRi

**HRCI HR ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES -  
INTERNATIONAL CERTIFICATION QUESTIONS & ANSWERS**

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Exam Summary – Syllabus – Questions

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**APHRI**

**HRCI Associate Professional in Human Resources - International (aPHRi)**

**90 Questions Exam – 71% Cut Score**

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## Know Your aPHRi Certification Well:

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

But don't worry the aPHRi 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 aPHRi syllabus?
- How many questions are there in the aPHRi exam?
- Which Practice test would help me to pass the aPHRi exam at the first attempt?

Passing the aPHRi exam makes you HRCI Associate Professional in Human Resources - International (aPHRi). Having the HR Associate Professional in Human Resources - International 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 aPHRi HR Associate Professional in Human Resources - International Certification Details:

<b>Exam Name</b>	HRCI Associate Professional in Human Resources - International
<b>Exam Code</b>	aPHRi
<b>Exam Fee</b>	USD \$300
<b>Application Fee</b>	USD \$100
<b>Exam Duration</b>	105 Minutes plus 30 Minutes administration time
<b>Number of Questions</b>	90
<b>Passing Score</b>	71%
<b>Format</b>	Multiple Choice Questions
<b>Schedule Exam</b>	<a href="#">Pearson VUE</a>
<b>Sample Questions</b>	<a href="#">HRCI HR Associate Professional in Human Resources - International Exam Sample Questions and Answers</a>
<b>Practice Exam</b>	<a href="#">HRCI Associate Professional in Human Resources - International (aPHRi) Practice Test</a>

## aPHRi Syllabus:

Topic	Details	Weights
<b>HR Operations</b>	<p>- Understanding the tactical and operational tasks related to workforce management and the HR function. Complying with the regulations and policies that affect the organization.</p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Organizational strategy and its connection to mission, vision, values, business goals, and objectives</li> <li>• Organizational culture (for example: traditions, unwritten procedures)</li> <li>• Legal and regulatory environment</li> <li>• Confidentiality and privacy rules that apply to employee records, company data, and individual data</li> <li>• Business functions (for example: accounting, finance, operations, sales, marketing)</li> <li>• HR administration, policies, and procedures (for example: personnel management, progressive discipline)</li> <li>• HR Metrics (for example: cost per hire, time to recruit, turnover rate)</li> <li>• Tools to compile data (for example: spreadsheets, statistical software)</li> <li>• Methods to collect data (for example: surveys, interviews, observation)</li> <li>• Reporting and presentation techniques (for example: histogram, bar chart)</li> <li>• Impact of technology on HR (for example: social media, monitoring software, biometrics)</li> <li>• Employee records management (for example: electronic/paper, retention, disposal)</li> <li>• Reporting requirements about the workforce (for example: new hires, involuntary/voluntary termination)</li> <li>• Purpose and function of Human Resources Information Systems (HRIS)</li> <li>• Job classifications (for example: hourly, salary, full-time, part-time, contractor)</li> <li>• Job descriptions</li> <li>• Reporting structure (for example: matrix, flat, organizational charts)</li> <li>• Types of external providers of HR services (for example: recruitment firms, benefits brokers,</li> </ul>	<b>33%</b>

Topic	Details	Weights
	staffing agencies, consultants) <ul style="list-style-type: none"> <li>• Communication techniques (for example: written, oral, email, intercultural awareness)</li> </ul>	
<b>Recruitment and Selection</b>	<p>- Understanding the hiring process including regulatory requirements, sourcing of applicants, formal interview and selection process, and onboarding of a new hire.</p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Applicable laws and regulations related to recruitment and selection (for example: work authorization, job requisition, job postings)</li> <li>• Applicant databases</li> <li>• Recruitment sources (for example: employee referral, social networking/social media, company website)</li> <li>• Recruitment methods (for example: advertising, job fairs, university)</li> <li>• Alternative staffing practices (for example: recruitment process outsourcing, job sharing, remote workers)</li> <li>• Interviewing techniques (for example: structured, non-structured, behavioral, situational, panel)</li> <li>• Pre- and post-offer activities (for example: background checks, medical exams)</li> <li>• Orientation and onboarding (for example: logistics, introducing culture, facilitating/training)</li> </ul>	<b>22%</b>
<b>Compensation and Benefits</b>	<p>- Understanding concepts related to total rewards such as pay and benefit programs. Responding to employee questions and handling claims in compliance with applicable laws, regulations, and company policies.</p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Applicable laws and regulations related to compensation and benefits, such as monetary and non-monetary entitlement, wage and hour, and privacy (for example: tax treatment)</li> <li>• Pay structures and programs (for example: variable, merit, bonus, incentives, non-cash compensation, pay scales/grades)</li> <li>• Total rewards</li> <li>• Benefit programs (for example: health care plans, flexible benefits, pension scheme, health and fitness programs)</li> <li>• Payroll terminology (for example: pay schedule, vacation, leave, paid time off [PTO])</li> <li>• Data collection for salary and benefits surveys</li> </ul>	<b>15%</b>

Topic	Details	Weights
	<ul style="list-style-type: none"> <li>• Insurance claims, filing, or processing requirements (for example: workers' compensation, disability benefits)</li> <li>• Work-life balance practices (for example: flexibility of hours, telecommuting, sabbatical)</li> </ul>	
<b>Human Resource Development and Retention</b>	<p>- Understanding the techniques and methods for delivering training programs and developing individual employees.</p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Applicable laws and regulations related to training and development activities (for example: acquiring and maintaining relevant credentials, qualified providers)</li> <li>• Training delivery format (for example: virtual, classroom, on-the-job)</li> <li>• Techniques to evaluate training programs (for example: participant surveys, pre- and post-testing, after action plan)</li> <li>• Career development practices (for example: succession planning, dual career ladders)</li> <li>• Performance appraisal methods (for example: timelines, ranking, rating scales)</li> <li>• Performance management practices (for example: setting goals, feedback, mentoring)</li> </ul>	<b>10%</b>
<b>Employee Relations, Health, and Safety</b>	<p>- Understanding the methods organizations use to monitor and address morale, performance, and retention. Balancing the operational needs of the organization with the well-being of the individual employee. Understanding the laws, regulations, and policies that promote a safe work environment. Use risk mitigation procedures to protect against workplace hazards.</p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Applicable laws affecting employment environments, labor relations, and privacy</li> <li>• Employee and employer rights and responsibilities (for example: privacy, substance abuse)</li> <li>• Methods and processes for collecting employee feedback (for example: employee attitude surveys, focus groups, exit interviews)</li> <li>• Workplace behavior issues (for example: absenteeism, aggressive behavior, employee conflict, workplace harassment)</li> <li>• Methods for investigating complaints or grievances (for example: employee and employee, employee and manager, employee and company)</li> </ul>	<b>20%</b>

Topic	Details	Weights
	<ul style="list-style-type: none"> <li>• Progressive discipline (for example: verbal or written warnings, escalating corrective actions, termination)</li> <li>• Off-boarding or termination activities (for example: exit interviews, hand over process, end of service benefits, non-compete or non-solicitation)</li> <li>• Employee relations programs (for example: recognition, special events, diversity programs)</li> <li>• Workforce reduction and restructuring terminology (for example: downsizing, mergers, relocation, assignments, transfers)</li> <li>• Applicable laws and regulations related to workplace health, safety, security, and privacy (for example: health and safety training, security compliance)</li> <li>• Risk management in the workplace (for example: emergency evacuation procedures, health and safety, employee violence, emergencies)</li> <li>• Security risks in the workplace (for example: data, materials, or equipment theft; equipment damage or destruction; cyber crimes; password usage)</li> </ul>	

## HRCI aPHRi Sample Questions:

### Question: 1

What process involves matching employee skills with job requirements to ensure the right person is in the right role?

- a) Performance Appraisal
- b) Job Analysis
- c) Succession Planning
- d) Job Matching

**Answer: b**

### Question: 2

In employee relations, what does the term "whistleblowing" refer to?

- a) Encouraging team-building activities
- b) Reporting unethical behavior within the organization
- c) Conducting exit interviews
- d) Negotiating labor union contracts

**Answer: b**

**Question: 3**

Which benefit helps employees save money on healthcare expenses by allowing them to set aside pre-tax funds?

- a) Health Savings Account (HSA)
- b) Life Insurance
- c) Disability Insurance
- d) Vision Coverage

**Answer: a**

**Question: 4**

What is the role of an HRIS (Human Resources Information System) in HR operations?

- a) Conducting employee performance appraisals
- b) Managing employee training programs
- c) Storing and managing HR-related data and information
- d) Developing employee compensation strategies

**Answer: c**

**Question: 5**

What is the term for the process of evaluating job applicants' skills, knowledge, and suitability for a position?

- a) Job Analysis
- b) Performance Appraisal
- c) Onboarding
- d) Selection

**Answer: d**

**Question: 6**

Which type of development focuses on helping employees adapt to new roles or responsibilities within the organization?

- a) Career Development
- b) Leadership Development
- c) Onboarding
- d) Succession Planning

**Answer: a**



**Question: 7**

What type of training focuses on ensuring employees comply with industry regulations and company policies?

- a) Soft Skills Training
- b) Diversity Training
- c) Compliance Training
- d) Technical Training

**Answer: c**

**Question: 8**

Which HR process involves identifying and preparing employees to potentially fill key positions in the organization?

- a) Talent Acquisition
- b) Succession Planning
- c) Performance Management
- d) Compensation Planning

**Answer: b**

**Question: 9**

Which employment law prohibits discrimination based on race, color, religion, sex, or national origin in the United States?

- a) Americans with Disabilities Act (ADA)
- b) Family and Medical Leave Act (FMLA)
- c) Civil Rights Act of 1964
- d) Occupational Safety and Health Act (OSHA)

**Answer: c**

**Question: 10**

Which type of training focuses on improving employees' interpersonal skills and teamwork?

- a) Technical Training
- b) Compliance Training
- c) Diversity Training
- d) Soft Skills Training

**Answer: d**

# Study Guide to Crack HRCI HR Associate Professional in Human Resources - International aPHRi Exam:

- Getting details of the aPHRi 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 aPHRi 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 aPHRi 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 aPHRi 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 aPHRi practice tests is must. Continuous practice will make you an expert in all syllabus areas.

## Reliable Online Practice Test for aPHRi Certification

Make ProcessExam.com your best friend during your HRCI Associate Professional in Human Resources - International exam preparation. We provide authentic practice tests for the aPHRi exam. Experts design these online practice tests, so we can offer you an exclusive experience of taking the actual aPHRi exam. We guarantee you 100% success in your first exam attempt if you continue practicing regularly. Don't bother if you don't get 100% marks in initial practice exam attempts. Just utilize the result section to know your strengths and weaknesses and prepare according to that until you get 100% with our practice tests. Our evaluation makes you confident, and you can score high in the aPHRi exam.

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