

THE OFFICIAL PHR®/SPHR® CERTIFICATION GUIDE

Raymond B. Weinberg, SPHR, CCP



Phr X26 Spkr Certification Guide

Sandra M. Reed



Phr X26 Sphr Certification Guide:

PHR and SPHR Certification Guide Raymond B. Weinberg, 2007-04 Updated in 2007 to cover the current PHR SPHR Body of Knowledge this thorough test preparation guide is an ideal tool for human resource professionals preparing for certification as a Professional in Human Resources PHR or Senior Professional in Human Resources SPHR This is the only guide prepared by the Human Resources Certification Institute HRCI the certifying body for these exams The guide is designed to provide HR professionals with relevant information about the PHR and SPHR Body of Knowledge also known as the test specifications on which these exams are based The guide includes tips for exam preparation including suggested resources and a practice exam including answers rationales for the answers and coding [PHR / SPHR Professional in Human Resources Certification Study Guide](#) Sandra M. Reed, Anne M. Bogardus, 2012-04-18 NOTE The exam this book covered PHR SPHR Professional in Human Resources Certification Fourth Edition was retired SYBEX in 2018 and is no longer offered For coverage of the current exam PHR and SPHR Professional in Human Resources Certification 2018 Exams Fifth Edition please look for the latest edition of this guide PHR and SPHR Professional in Human Resources Certification Complete Study Guide 2018 Exams Fifth Edition 9781119426523 The demand for qualified human resources professionals is on the rise The new Professional in Human Resources PHR and Senior Professional in Human Resources SPHR exams from the Human Resources Certification Institute HRCI reflect the evolving industry standards for determining competence in the field of HR This new edition of the leading PHR SPHR Study Guide reflects those changes Serving as an ideal resource for HR professionals who are seeking to validate their skills and knowledge this updated edition helps those professionals prepare for these challenging exams Features study tools that are designed to reinforce understanding of key functional areas Provides access to bonus materials including a practice exam for the PHR as well as one for the SPHR Also includes flashcards and ancillary PDFs Addresses key topics such as strategic management workforce planning and employment compensation and benefits employee and labor relations and Occupational Safety and Health Administration regulations This new edition is must have preparation for those looking to take the PHR or SPHR certification exams in order to strengthen their resume [PHR and SPHR Professional in Human Resources Certification Complete Review Guide](#) James J. Galluzzo, III, 2018-08-07 Essential review for the PHR SPHR exams aligned with the updated HRBoK™ PHR SPHR Professional in Human Resources Certification Review Guide is the ideal companion to the PHR SPHR Study Guide Fifth Edition and PHR SPHR Deluxe Study Guide Second Edition These self study guides are intended for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience or for relative newcomers to the HR field looking to strengthen their resume Organized by those areas of knowledge and practices specific and necessary to human resource management HRM this handy review guide covers tasks processes and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ HRBoK™ giving you clear guidance on what you need to know for the exams You

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SPHR exams aligned with the updated HRBoK™ PHR SPHR Professional in Human Resources Certification Review Guide is the ideal companion to the PHR SPHR Study Guide Fifth Edition and PHR SPHR Deluxe Study Guide Second Edition. These self study guides are intended for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience or for relative newcomers to the HR field looking to strengthen their resume. Organized by those areas of knowledge and practices specific and necessary to human resource management HRM, this handy review guide covers tasks, processes and strategies as detailed in the updated A Guide to the Human Resource Body of Knowledge™ HRBoK™, giving you clear guidance on what you need to know for the exams. You also get a year of FREE access to the Sybex online interactive learning environment and study tools which feature flashcards, chapter tests, two bonus practice exams and more. The review guide aligns with the HRCI test specifications which detail the responsibilities and knowledge needed by today's HR professionals. Covers key functional areas in greater depth. HR students and professionals studying for the PHR SPHR certification need a trusted resource to aid in their preparation; this review guide does that and more.

PHR / SPHR Professional in Human Resources Certification Deluxe Study Guide Sandra M. Reed, Anne M. Bogardus, 2015-03-09

Comprehensive PHR SPHR exam preparation featuring interactive learning environment. PHR SPHR Professionals in Human Resources Certification Deluxe Study Guide is the number one preparation resource for these premier Human Resources certifications. Fully updated to align with the latest versions of these challenging exams, this guide provides detailed coverage of key topics including strategic management, workforce planning and employment, compensation and benefits, employee and labor relations and OSHA regulations. The interactive learning environment provides additional study tools that help reinforce your understanding including electronic flashcards, ancillary PDFs, workbook templates and chapter exercises. Bonus PHR and SPHR practice exams allow you to test your knowledge and get a feel for the tests so you can review what is needed and avoid exam day surprises. The PHR and SPHR certifications offered by the Human Resources Certification Institute (HRCI) have become the industry standard for determining competence in the HR field. This helpful guide gives you everything you need to fully prepare for these exams so you can demonstrate your knowledge when it counts and pass with flying colors. Refresh your understanding of key functional areas. Practice the practical with workbook templates. Test your knowledge with flashcards and exercises. Preview exam day with bonus practice exams. If you're looking to showcase your skills and understanding of the HR function, PHR SPHR Professionals in Human Resources Certification Deluxe Study Guide is your ideal resource for PHR SPHR preparation.

PHR and SPHR Professional in Human Resources Certification Complete Review Guide James J. Galluzzo, III, 2018-08-28

Essential review for the PHR SPHR exams aligned with the updated HRBoK™ PHR SPHR Professional in Human Resources Certification Review Guide is the ideal companion to the PHR SPHR Study Guide Fifth Edition and PHR SPHR Deluxe Study Guide Second Edition. These self study guides are intended for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience or for relative newcomers to the HR

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refresh their knowledge right before exam day The book aligns with A Guide to the Human Resource Body of Knowledge™ HRBoK™ which details the responsibilities of and knowledge needed by today's HR professionals Practice Tests reflect the critical HR topics that you need to understand as you prepare for the PHR and SPHR exams Business Management and Strategy Workforce Planning and Employment Human Resource Development Risk Management and more Plus you'll get a year of FREE access to the interactive online learning environment and test bank which includes full length tests and practice exams 1 000 practice questions total

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Study Guide - Practice Questions! Best PHR Test Prep to Help You Prepare for the PHR Exam! Get PHR

Certification! Matt Webber, 2020-05-20 If you want to pass the PHR SHPR Exam but don't have a lot of time for studying keep reading You are no doubt a busy professional with a lot of things going on It can be challenging to find the time to read and study for the PHR SHPR Test However the truth is that the PHR TEST is a challenging exam It is normal to have some anxiety about taking this test The test is 225 multiple choice questions and they have to be answered within four hours The questions are randomly generated and each test is unique In order to pass the test a score of 500 out of 700 is required Thorough preparation cannot be overlooked That is why the author Matt Webber a human resources professional developed the PHR SHPR Study Guide It contains multiple choice questions with DETAILED RATIONALES as well as an overview of key human resources concepts It comes in text format so that you can use it wherever life takes you Its sections include Business Management and Strategy Strategic Management Organizations Strategy Workforce Planning and Employment Total Rewards Compensation Payroll Benefits Training and Development Employee and Labor Relations Learning and Development Talent Planning and Acquisition Polygraph Tests Forecasting Strategic Management Relocation Organizations Life Cycle Strategy Hofstede's IBM Employee Study Types of Organizations Quid Pro Quo FLSA Job Analysis Job Description Predictive Validity Discrimination Interview Performance Appraisal Types of Employment Compensation Indirect Compensation The Equal Pay Act Payroll The Davis Bacon Act of 1931 Person Based Pay System Benefits Packages Health Care Employee Assistance Programs The Learning Process KSA Missions and Goals Hawthorne Studies Mentor Collective Bargaining Unions Grievance Procedure Types Strikes Protective Laws and Acts Title VII of the Civil Rights Act Americans with Disabilities Act The Labor Management Relations Act Occupational Safety and Health Act Safety Management Ergonomics MSDS Polygraph Instances Injuries Accident Investigation Drug Use The Drug Free Workplace Act Acquisition Recruiting Types of Contracts Maintenance The Family and Medical Leave Act MBO Conclusion Passing the Test Preparing for the Test What to Bring Conclusion Each section is divided into subsections making sure all aspects of the exam are

covered If you read our study guide in addition to pursuing other study methods we are confident you will pass the PHR
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