

2023-2024

# **PHR EXAM**

## **REVIEW & STUDY GUIDE**

**MOST COMPREHENSIVE HANDBOOK TO PASSING  
THE PROFESSIONAL HUMAN RESOURCES EXAM**



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# Human Resources Exam Study Guide

**Sandra M. Reed**



## **Human Resources Exam Study Guide:**

*PHR and SPHR Professional in Human Resources Certification Complete Deluxe Study Guide* Sandra M. Reed, 2019-05-29

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**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 by 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 a must-have preparation for those looking to take the PHR or

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