# PHR EXAM REVIEW & STUDY GUIDE

MOST COMPREHENSIVE HANDBOOK TO PASSING THE PROFESSIONAL HUMAN RESOURCES EXAM



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JULIA R. MCNEILL & RICHARD THORNTON

# **Human Resources Exam Study Guide**

Sandra M. Reed

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

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 Deluxe Study Guide Sandra M. Reed, 2019-05-29 The 1 study guide for the leading HR certification aligned with the updated HRBoKTM PHR SPHR Professional in Human Resources Certification Deluxe Study Guide Second Edition is the ideal resource for HR professionals seeking to validate their skills and knowledge acquired through years of practical experience or a relative newcomer to the HR field looking to strengthen their resume Featuring study tools designed to reinforce understanding of key functional areas it s the study guide you ll turn to again and again as you prepare for this challenging exam Offering insights into those areas of knowledge and practices specific and necessary to human resource management HRM this study guide covers tasks processes and strategies as detailed in the updated A Guide to the Human Resource Body of KnowledgeTM HRBoKTM The study guide breaks down the critical HR topics that you need to understand as you prepare for the exams You ll get a year of FREE access to the interactive online learning environment and test bank including an assessment test chapter tests practice exams electronic flashcards and a glossary of key terms New bonus material includes study checklists and worksheets to supplement your exam preparation and eBooks in different formats to read on multiple devices 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

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#### **Table of Contents Human Resources Exam Study Guide**

- 1. Understanding the eBook Human Resources Exam Study Guide
  - The Rise of Digital Reading Human Resources Exam Study Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Human Resources Exam Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Human Resources Exam Study Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Human Resources Exam Study Guide
  - Personalized Recommendations
  - Human Resources Exam Study Guide User Reviews and Ratings

- Human Resources Exam Study Guide and Bestseller Lists
- 5. Accessing Human Resources Exam Study Guide Free and Paid eBooks
  - Human Resources Exam Study Guide Public Domain eBooks
  - Human Resources Exam Study Guide eBook Subscription Services
  - Human Resources Exam Study Guide Budget-Friendly Options
- 6. Navigating Human Resources Exam Study Guide eBook Formats
  - o ePub, PDF, MOBI, and More
  - Human Resources Exam Study Guide Compatibility with Devices
  - Human Resources Exam Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Human Resources Exam Study Guide
  - Highlighting and Note-Taking Human Resources Exam Study Guide
  - Interactive Elements Human Resources Exam Study Guide
- 8. Staying Engaged with Human Resources Exam Study Guide
  - o Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Human Resources Exam Study Guide
- 9. Balancing eBooks and Physical Books Human Resources Exam Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Human Resources Exam Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Human Resources Exam Study Guide
  - Setting Reading Goals Human Resources Exam Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Human Resources Exam Study Guide
  - Fact-Checking eBook Content of Human Resources Exam Study Guide
  - Distinguishing Credible Sources

- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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