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# PHR/SPHR

## Professional in Human Resources Certification STUDY GUIDE

Third Edition

Anne M. Bogardus, SPHR



### **Human Resources Certification Study Guide**

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#### **Human Resources Certification 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 Review Guide James J. Galluzzo, III,2018-08-07 Essential review for the PHR SPHR exams aligned with the updated HRBoKTM 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 KnowledgeTM HRBoKTM 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 and SPHR Professional in Human Resources Certification Complete Study Guide Sandra M. Reed, 2019-04-30 The 1 book for the leading HR certifications aligned with the updated HRBoKTM PHR and SPHR certifications offered by Human Resources Certification Institute HRCI

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