

Associate Professional in Human Resources (aPHR) Certification Practice Test (Sample)

Study Guide



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SAMPLE

Questions

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- 1. Concerted employee activity in a nonunion workplace is protected by the:**
 - A. Equal Employment Opportunity Commission (EEOC)**
 - B. Office of Federal Contract Compliance Programs (OFCCP)**
 - C. National Labor Relations Board (NLRB)**
 - D. Occupational Safety and Health Administration (OSHA)**
- 2. What process evaluates potential employee candidates against their job requirements?**
 - A. Candidate Assessment**
 - B. Employee Evaluation**
 - C. Job Analysis**
 - D. Performance Review**
- 3. When employee handbooks conflict with union contracts, which typically prevails?**
 - A. Employer policies will always win**
 - B. The union contract will always prevail**
 - C. Differences must be arbitrated**
 - D. The manager's discretion will decide**
- 4. What is the aim of employee engagement initiatives?**
 - A. To increase employee turnover**
 - B. To improve employee morale and productivity**
 - C. To extend probation periods**
 - D. To reduce training costs**
- 5. How should digital records stored on hard drives be disposed of?**
 - A. By erasing all data from the drive**
 - B. By performing a DoD 5520.22-M wipe on the drive**
 - C. By overwriting all data on the drive with junk data consisting of random characters**
 - D. By physically destroying the drive**

- 6. Which of the following best describes what an HR manager does when performing a ratio analysis?**
- A. makes predictions about how technological advances will change workforce needs**
 - B. makes predictions about what skills new employees will need in the coming year**
 - C. uses historical information to predict staffing needs**
 - D. collects information from professionals to reach a consensus about a problem**
- 7. Why was the Genetic Information Nondiscrimination Act passed by Congress?**
- A. Employers were being nosy about employee health problems that they had not admitted on their job applications.**
 - B. Insurance companies were using genetic information to determine who would have expensive diseases in the future.**
 - C. Insurance companies were finding it useful to know genetic information to defend against lawsuits.**
 - D. Employers were using the genetic information to determine racial category membership.**
- 8. What is one of the major legal considerations under the ADA?**
- A. Employment contracts**
 - B. Reasonable accommodations for employees with disabilities**
 - C. Performance reviews**
 - D. Employee evaluations**
- 9. Which of the following factors can influence job satisfaction?**
- A. Work-life balance**
 - B. Amount of homework**
 - C. Location of the office**
 - D. All of the above**

10. McDonnell-Douglas Corp. v. Green established the judicial concept of?

- A. protected classes**
- B. arbitration**
- C. disparate impact**
- D. disparate treatment**

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Answers

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1. C
2. A
3. B
4. B
5. B
6. C
7. B
8. B
9. A
10. D

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Explanations

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1. Concerted employee activity in a nonunion workplace is protected by the:

- A. Equal Employment Opportunity Commission (EEOC)**
- B. Office of Federal Contract Compliance Programs (OFCCP)**
- C. National Labor Relations Board (NLRB)**
- D. Occupational Safety and Health Administration (OSHA)**

Concerted employee activity in a nonunion workplace is protected by the National Labor Relations Board (NLRB). This organization is responsible for enforcing the National Labor Relations Act, which protects the rights of employees to engage in concerted activities for mutual aid or protection. This means that employees can come together to discuss workplace issues, advocate for better working conditions, or voice concerns, even in the absence of a union. The NLRB's protection applies whether or not employees are part of a union, allowing them to collectively address matters related to their employment without fear of retaliation from their employer. This is key for ensuring workers can assert their rights and improve their work environment. The other organizations listed serve different functions. The Equal Employment Opportunity Commission (EEOC) focuses on discrimination in the workplace based on various protected classes, while the Office of Federal Contract Compliance Programs (OFCCP) oversees compliance with federal contractor affirmative action obligations. The Occupational Safety and Health Administration (OSHA) is concerned with ensuring safe and healthful working conditions but does not specifically protect concerted activities related to employee relations and rights in a nonunion workplace.

2. What process evaluates potential employee candidates against their job requirements?

- A. Candidate Assessment**
- B. Employee Evaluation**
- C. Job Analysis**
- D. Performance Review**

The process that evaluates potential employee candidates against their job requirements is known as Candidate Assessment. This process typically involves a variety of methods to measure the skills, knowledge, and abilities of candidates to determine if they meet the specific criteria set for a job position. This can include interviews, skills tests, and personality assessments among other tools aimed at predicting a candidate's success in the role based on the job's needs. In contrast, Employee Evaluation refers to assessing current employees' performance typically after they have been hired. Job Analysis is the systematic study of a job to determine its duties and requirements, which aids in creating accurate job descriptions rather than evaluating candidates. Performance Review focuses on evaluating the performance of employees who are already part of the organization, rather than assessing candidates before hiring them.

3. When employee handbooks conflict with union contracts, which typically prevails?

- A. Employer policies will always win**
- B. The union contract will always prevail**
- C. Differences must be arbitrated**
- D. The manager's discretion will decide**

In the context of labor relations, when there is a conflict between an employee handbook and a union contract, the union contract generally prevails. This is because union contracts, or collective bargaining agreements, are legally binding agreements negotiated between the employer and the union representing the employees. They are intended to outline the rights and responsibilities of both parties and typically hold greater legal weight than non-negotiated employer policies. The employee handbook, while it serves as a guideline for workplace policies and procedures, does not have the same binding authority as a union contract. In situations where policies may not align, the union contract's provisions should be followed, as they represent the negotiated rights of employees. This precedence protects employees' collective bargaining rights and ensures that the terms agreed upon in the contract are honored. The other options are not applicable because employer policies cannot override a union contract, arbitration is not necessarily required in every case of conflict since the contract provides clear guidelines, and managerial discretion is typically limited by the terms of the union contract. Thus, the union contract is the authoritative source in instances of conflict.

4. What is the aim of employee engagement initiatives?

- A. To increase employee turnover**
- B. To improve employee morale and productivity**
- C. To extend probation periods**
- D. To reduce training costs**

The aim of employee engagement initiatives is primarily focused on improving employee morale and productivity. When organizations implement these initiatives, they seek to create a work environment where employees feel valued, motivated, and committed to their roles. Engaged employees are more likely to be invested in their work, leading to higher levels of productivity, creativity, and overall job satisfaction. Enhancing morale fosters a positive workplace culture, which can result in employees working collaboratively and taking pride in their contributions. This boost in productivity not only benefits employees individually but also contributes to the organization's success as a whole. Engaged employees are less likely to experience burnout and more likely to remain with the company, which can also help reduce turnover rates in the long run. The other options do not align with the main objective of employee engagement initiatives. For instance, increasing employee turnover contradicts the goals of engagement, as it generally signifies dissatisfaction. Extending probation periods and reducing training costs are more administrative strategies that do not directly enhance employee engagement or morale. Therefore, focusing on employee morale and productivity is essential for achieving a thriving and motivated workforce.

5. How should digital records stored on hard drives be disposed of?
- A. By erasing all data from the drive
 - B. By performing a DoD 5520.22-M wipe on the drive**
 - C. By overwriting all data on the drive with junk data consisting of random characters
 - D. By physically destroying the drive

The most secure method for disposing of digital records stored on hard drives is to perform a DoD 5520.22-M wipe on the drive. This process involves overwriting the existing data multiple times with a specific pattern, making it nearly impossible to recover any of the original information. The Department of Defense's standards for data destruction are established to ensure that information is permanently erased and that sensitive data cannot be retrieved, even with advanced forensic tools. Using this standard represents a comprehensive approach to secure data destruction, suitable for sensitive and classified information. It provides a balance of thoroughness and reliability, ensuring compliance with data protection regulations and organizational policies. This choice emphasizes not just erasing data, but ensuring that it cannot be reconstructed, which is critical for protecting sensitive information. While erasing data or overwriting it with random characters can be methods of disposal, they do not offer the same level of assurance regarding data recovery as the DoD standard. Physically destroying the drive, although effective, may not be necessary for all types of data and can be more resource-intensive. However, the DoD wipe represents an industry-standard approach suitable for various levels of sensitive information disposal needs.

6. Which of the following best describes what an HR manager does when performing a ratio analysis?
- A. makes predictions about how technological advances will change workforce needs
 - B. makes predictions about what skills new employees will need in the coming year
 - C. uses historical information to predict staffing needs**
 - D. collects information from professionals to reach a consensus about a problem

The correct answer highlights the role of ratio analysis in human resources management, which involves using historical data to make informed predictions about future staffing requirements. Ratio analysis often evaluates various workforce metrics, such as employee turnover rates, hiring rates, and productivity ratios, to understand trends and patterns over time. By analyzing these ratios, an HR manager can forecast potential staffing needs based on previous workforce behavior, which helps in planning recruitment strategies and managing human resources effectively. While the other options refer to important functions within HR, they do not specifically relate to the utilization of historical data in the way ratio analysis does. Predicting technological impacts or skills requirements involves more speculative assessment rather than the systematic evaluation of past data. Similarly, collecting consensus information from professionals is a collaborative effort that focuses on addressing current issues rather than predicting future staffing needs based on historical trends.

7. Why was the Genetic Information Nondiscrimination Act passed by Congress?

- A. Employers were being nosy about employee health problems that they had not admitted on their job applications.**
- B. Insurance companies were using genetic information to determine who would have expensive diseases in the future.**
- C. Insurance companies were finding it useful to know genetic information to defend against lawsuits.**
- D. Employers were using the genetic information to determine racial category membership.**

The Genetic Information Nondiscrimination Act (GINA) was passed by Congress primarily to address the misuse of genetic information by insurance companies. This landmark legislation was implemented to protect individuals from discrimination based on their genetic predisposition to certain health conditions. Prior to GINA, insurers could access genetic test results and potentially use that information to deny coverage, charge higher premiums, or make decisions about policy eligibility based on the likelihood of future diseases. The law reflects a growing concern about privacy and fairness, ensuring that genetic information cannot be used against individuals in a way that would lead to discrimination or bias in health insurance and employment contexts. GINA helps promote a safer environment for individuals to undergo genetic testing without fear of repercussions based on their genetic background, emphasizing the importance of privacy in healthcare.

8. What is one of the major legal considerations under the ADA?

- A. Employment contracts**
- B. Reasonable accommodations for employees with disabilities**
- C. Performance reviews**
- D. Employee evaluations**

One of the major legal considerations under the Americans with Disabilities Act (ADA) is the requirement for employers to provide reasonable accommodations for employees with disabilities. This obligation is defined as making modifications or adjustments to a job or work environment that enable a qualified individual with a disability to apply for a job, perform essential job functions, or enjoy equal benefits and privileges of employment. Reasonable accommodations can include a wide range of adjustments, such as altering work schedules, providing specialized equipment, or modifying training materials. The intent of this provision is to ensure that individuals with disabilities have equitable access to employment opportunities and can perform their jobs effectively. The other choices do not specifically align with the key provisions laid out by the ADA. Employment contracts, while important in employment law, do not directly address the rights or protections afforded to individuals with disabilities under the ADA. Performance reviews and employee evaluations are processes related to assessing employee performance but do not inherently include considerations for disability accommodations as mandated by the ADA. Thus, the focus on reasonable accommodations is the critical legal aspect that establishes protections for employees with disabilities.

9. Which of the following factors can influence job satisfaction?

- A. Work-life balance**
- B. Amount of homework**
- C. Location of the office**
- D. All of the above**

Job satisfaction is influenced by a wide range of factors, and among those is work-life balance. A positive work-life balance allows employees to effectively manage their personal and professional lives, which can lead to greater job satisfaction. When employees feel that they have enough time for personal commitments without sacrificing their job responsibilities or vice versa, they are generally happier in their roles. This balance can help reduce stress, prevent burnout, and foster a more engaging work environment. Other factors, such as the amount of homework and the location of the office, can influence job satisfaction as well. However, while work-life balance is key, the inclusion of other influences in the "all of the above" choice emphasizes that job satisfaction is multifaceted, incorporating a range of elements that together impact how employees feel about their jobs. Thus, recognizing multiple influences, including work-life balance, is essential for understanding job satisfaction in a comprehensive manner.

10. McDonnell-Douglas Corp. v. Green established the judicial concept of?

- A. protected classes**
- B. arbitration**
- C. disparate impact**
- D. disparate treatment**

The landmark case of McDonnell-Douglas Corp. v. Green is significant for establishing the judicial concept of disparate treatment in employment discrimination law. Disparate treatment occurs when an individual is treated differently based on a protected characteristic, such as race, color, religion, sex, or national origin. In this case, the Supreme Court developed a framework for analyzing claims of discrimination. The court ruled that the burden of proof lies with the employee to demonstrate that they were treated differently than other employees due to race or another protected characteristic. This case is vital in setting a precedent for how courts evaluate discrimination claims, particularly through the establishment of the "burden-shifting" framework that allows an employee to prove their case of intentional discrimination. Understanding disparate treatment is crucial for HR professionals as it highlights the need for fair and equal treatment of employees and job applicants. It underscores the importance of having non-discriminatory practices in place to defend against potential claims of discrimination.