

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

Study Guide



Everything you need from our exam experts!

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

Questions

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- 1. What action can HR take to ensure compliance with labor laws?**
 - A. Ignore the laws if resources are limited.**
 - B. Conduct regular training and audits of company policies.**
 - C. Limit employee retention strategies.**
 - D. Rely solely on legal consultation each quarter.**

- 2. What does the concept of pay equity aim to eliminate?**
 - A. Economic disparity among companies**
 - B. Wage discrimination based on gender and other factors**
 - C. Differences in employee roles**
 - D. Government regulation on salaries**

- 3. To avoid 'negligent referral' liability, what must an HR professional do if contacted about a terminated employee?**
 - A. Provide minimal information about the employee**
 - B. Advise not to hire the employee**
 - C. Only share general employment dates**
 - D. Provide all facts of dismissal without making hiring recommendations**

- 4. Which of the following acts requires that employees be given 60 days' notice before mass layoffs?**
 - A. NLRA**
 - B. FLSA**
 - C. WARN**
 - D. ADEA**

- 5. What is the term for when employment actions disproportionately disadvantage employees from protected groups?**
 - A. Disparate treatment**
 - B. Adverse action**
 - C. Disparate impact**
 - D. Discriminatory practice**

6. A private-sector employer does not have the right to do which of the following?

- A. Examine employee lockers and desks**
- B. Listen in on recorded calls with customers**
- C. Track drivers using GPS devices**
- D. Use cameras in employee restrooms**

7. What policy outlines an employee's rights during a leave of absence?

- A. Attendance policy**
- B. Leave of absence policy**
- C. Compensation policy**
- D. Workplace safety policy**

8. What does the acronym aPHR stand for?

- A. Associate Professional in Human Resources**
- B. Advanced Professional in Human Resources**
- C. Applied Professional in Human Resources**
- D. Associate Professional in Human Resource Management**

9. 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**

10. What is the primary role of Human Resources in a safety management program?

- A. Monitoring the employees' daily activities**
- B. Providing accident investigation expertise**
- C. Treating injured employees**
- D. Designing ergonomic solutions**

Answers

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

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Explanations

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1. What action can HR take to ensure compliance with labor laws?

- A. Ignore the laws if resources are limited.**
- B. Conduct regular training and audits of company policies.**
- C. Limit employee retention strategies.**
- D. Rely solely on legal consultation each quarter.**

Conducting regular training and audits of company policies is a proactive strategy for ensuring compliance with labor laws. This approach creates a culture of awareness among employees and management regarding the legal obligations that govern the workplace. By implementing regular training sessions, HR equips staff with the necessary knowledge about relevant laws, fostering an understanding of their rights and responsibilities. Audits allow the organization to assess its existing policies and practices against current laws, identifying any gaps or areas requiring improvement. Moreover, through consistent evaluation and updates of company policies, HR can adapt to changes in legislation and industry standards. This not only helps mitigate the risk of legal violations but also promotes a fair and compliant work environment. Regular training and auditing reinforce the organization's commitment to adherence to labor laws, ultimately enhancing its reputation and operational integrity.

2. What does the concept of pay equity aim to eliminate?

- A. Economic disparity among companies**
- B. Wage discrimination based on gender and other factors**
- C. Differences in employee roles**
- D. Government regulation on salaries**

The concept of pay equity specifically aims to eliminate wage discrimination based on gender and other factors. This principle focuses on ensuring that individuals receive equal pay for equal work, regardless of their gender, race, or other characteristics that do not relate to job performance or qualifications. Pay equity is based on the premise that individuals should be compensated fairly for their contributions to an organization, thereby addressing and correcting historical inequalities that have led to wage gaps among different groups. Recognizing this, effective pay equity practices involve auditing compensation structures, implementing salary transparency, and ensuring that hiring and promotion practices do not perpetuate existing wage disparities. This focus on fairness and equality helps promote a more inclusive and equitable workplace environment.

3. To avoid 'negligent referral' liability, what must an HR professional do if contacted about a terminated employee?

- A. Provide minimal information about the employee**
- B. Advise not to hire the employee**
- C. Only share general employment dates**
- D. Provide all facts of dismissal without making hiring recommendations**

To avoid 'negligent referral' liability, an HR professional should provide all facts of dismissal without making hiring recommendations. This approach is crucial because it maintains transparency while allowing the potential employer to make their own informed decision regarding the candidate's suitability for employment. By sharing the comprehensive facts surrounding the termination, such as the reasons and any relevant circumstances, the HR professional fulfills their duty to convey necessary information that could impact the safety and wellbeing of the workplace. This aligns with the legal expectation that employers act responsibly in communicating about former employees, ensuring that they do not mislead or withhold critical information. However, it is important for the HR professional to refrain from offering subjective opinions or recommendations regarding the employee's future employment prospects, as this could open up liability for wrongful references. Providing only minimal information or just general employment dates does not sufficiently inform the prospective employer about potential risks associated with re-employing the individual. Similarly, advising against hiring without clear reasons could be viewed as putting a subjective bias in place and might not protect the HR professional from legal scrutiny either.

4. Which of the following acts requires that employees be given 60 days' notice before mass layoffs?

- A. NLRA**
- B. FLSA**
- C. WARN**
- D. ADEA**

The Worker Adjustment and Retraining Notification (WARN) Act is the legislation that mandates employers to provide at least 60 days' notice prior to mass layoffs or plant closures. This act is designed to give employees sufficient time to prepare for the loss of employment, seek new job opportunities, or participate in retraining programs to improve their employability. The WARN Act applies to employers with 100 or more full-time employees and requires notice be given to affected workers and their representatives, as well as to state and local government officials. The primary purpose of this requirement is to mitigate the adverse impact of sudden job loss on workers and the surrounding community, allowing for a smoother transition. In contrast, the National Labor Relations Act (NLRA) primarily addresses labor rights and collective bargaining, while the Fair Labor Standards Act (FLSA) focuses on minimum wage and overtime pay regulations. The Age Discrimination in Employment Act (ADEA) is concerned with protecting older employees from discrimination based on age. None of these acts stipulate requirements for notifying employees about mass layoffs.

5. What is the term for when employment actions disproportionately disadvantage employees from protected groups?

- A. Disparate treatment**
- B. Adverse action**
- C. Disparate impact**
- D. Discriminatory practice**

Disparate impact refers to employment practices that, while seemingly neutral, result in disproportionately negative effects on employees belonging to protected groups. This concept emphasizes the importance of evaluating the broader implications of employment decisions, rather than just the intent behind them. For example, if a company implements a hiring test that is not directly related to job performance and it unintentionally excludes a significant number of applicants from a particular ethnic background, this could raise concerns of disparate impact. This term is essential in understanding how certain practices can lead to systemic discrimination, even if there was no intention to discriminate. It highlights the need for organizations to critically examine their policies and practices to ensure that they are fair and equitable for all employees, irrespective of their backgrounds.

6. A private-sector employer does not have the right to do which of the following?

- A. Examine employee lockers and desks**
- B. Listen in on recorded calls with customers**
- C. Track drivers using GPS devices**
- D. Use cameras in employee restrooms**

The correct answer is that a private-sector employer does not have the right to use cameras in employee restrooms. This is because the right to privacy is a key consideration in the workplace, and employees have a reasonable expectation of privacy in areas such as restrooms and changing rooms. The use of cameras in these locations could be considered an invasion of privacy and could lead to legal consequences for the employer. In contrast, employers may have the right to examine employee lockers and desks, as these are generally considered the property of the employer, who has the authority to ensure a safe and secure workplace. Listening to recorded calls with customers can also be permissible given that it often aligns with business operations, provided that employees are notified that calls are being recorded. Tracking drivers using GPS devices is typically acceptable as well, especially if the employees are informed about the tracking and it is part of their job responsibilities. However, privacy considerations strictly limit surveillance practices in private spaces like restrooms.

7. What policy outlines an employee's rights during a leave of absence?

- A. Attendance policy**
- B. Leave of absence policy**
- C. Compensation policy**
- D. Workplace safety policy**

The correct answer is the **Leave of Absence policy**, as it specifically addresses the rights and responsibilities of employees when they take a leave from work. This policy typically includes crucial information about the reasons an employee may take a leave, such as medical conditions, family emergencies, or personal reasons. Additionally, it outlines the procedures for requesting leave, the duration of leave allowed, and the protections afforded to employees during their absence, such as job security and the continuation of benefits. Other policies, such as the attendance policy, primarily focus on attendance requirements and expectations of employees without delving into the specifics of rights during an absence. The compensation policy deals with pay and wages, and the workplace safety policy is concerned with the health and safety standards within the workplace. None of these options provide the comprehensive guidelines pertaining to taking a leave, which is why the **Leave of Absence policy** is the correct choice.

8. What does the acronym aPHR stand for?

- A. Associate Professional in Human Resources**
- B. Advanced Professional in Human Resources**
- C. Applied Professional in Human Resources**
- D. Associate Professional in Human Resource Management**

The acronym aPHR stands for Associate Professional in Human Resources. This designation is specifically designed for individuals who are new to the field or who wish to establish a solid foundational understanding of human resources practices. It is particularly beneficial for those seeking to validate their HR knowledge and kickstart their careers in this domain. Understanding the correct interpretation of the acronym is essential not only for clarity in communication but also for ensuring that aspiring HR professionals are aware of the certifications available to them and the professional standards they represent. Other options, while related to human resources, do not accurately reflect the official title of the certification, distinguishing it from various advanced or applied HR qualifications that exist.

9. 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.

10. What is the primary role of Human Resources in a safety management program?

- A. Monitoring the employees' daily activities**
- B. Providing accident investigation expertise**
- C. Treating injured employees**
- D. Designing ergonomic solutions**

The primary role of Human Resources in a safety management program revolves around providing accident investigation expertise. This function is crucial as HR is typically responsible for ensuring workplace safety by implementing policies, procedures, and training that promote a safe work environment. When accidents occur, the HR department often plays a key role in investigating these incidents to understand their causes, identify contributing factors, and develop strategies to prevent future occurrences. This investigative role helps HR to gather relevant data, analyze trends, and support the organization in compliance with safety regulations and legal requirements. Additionally, HR can facilitate communication between various departments and ensure that safety protocols are effectively integrated into all operations. By focusing on the investigation and analysis of accidents, HR helps create a culture of safety that can lead to lower injury rates, reduced costs associated with accidents, and improved overall employee well-being.

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

<https://assocprofessionalinhr.examzify.com>

We wish you the very best on your exam journey. You've got this!

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