

ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES (APHR) CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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 does the acronym FMLA stand for?**
 - A. Family and Medical Leave Act
 - B. Federation of Medical Labor Associations
 - C. Federal Mandate for Labor Agreements
 - D. Family Management and Labor Assistance
- 2. What is a key factor in determining pay rates?**
 - A. Employee productivity ratings
 - B. Market compensation analysis
 - C. Company reputation
 - D. Employee tenure
- 3. Which of the following is an example of a selection method that may be used in hiring?**
 - A. Employee training programs
 - B. Background checks
 - C. Orientation sessions
 - D. Team-building exercises
- 4. What does the term "diversity" refer to in a workplace context?**
 - A. Homogeneity in team composition
 - B. The inclusion of individuals from different backgrounds and perspectives
 - C. The training of employees in uniform policies
 - D. A focus on seniority in hiring
- 5. 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.

- 6. 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)
- 7. What process involves deciding what talent is needed to meet business objectives?**
- A. Staffing Analysis
 - B. Workforce Planning
 - C. Talent Acquisition
 - D. Performance Management
- 8. What is the main function of an employee handbook?**
- A. To promote team building activities
 - B. To communicate company policies and procedures
 - C. To increase sales performance
 - D. To manage employee disputes
- 9. Which document outlines the responsibilities and expectations of a job?**
- A. Job analysis
 - B. Job description
 - C. Employee handbook
 - D. Work policy
- 10. What federal regulation requires proper classification of employees as exempt or non-exempt?**
- A. Employee Retirement Income Security Act (ERISA)
 - B. Occupational Safety and Health Act (OSHA)
 - C. The Family and Medical Leave Act (FMLA)
 - D. The Fair Labor Standards Act (FLSA)

Answers

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

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Explanations

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1. What does the acronym FMLA stand for?

- A. Family and Medical Leave Act**
- B. Federation of Medical Labor Associations
- C. Federal Mandate for Labor Agreements
- D. Family Management and Labor Assistance

The acronym FMLA stands for the Family and Medical Leave Act, which is a key piece of legislation in the United States. Enacted in 1993, this act allows eligible employees to take unpaid, job-protected leave for certain family and medical reasons. The primary purpose of the FMLA is to promote the stability and economic security of families, and it enables employees to balance their work and family responsibilities by providing them with reasonable leave for medical situations. The FMLA covers situations such as the birth and care of a newborn child, adoption, caring for an immediate family member with a serious health condition, or the employee's own health condition that prevents them from performing their job. Understanding the FMLA is essential for human resources professionals, as they are responsible for helping ensure compliance and supporting employees in utilizing their rights under this important law.

2. What is a key factor in determining pay rates?

- A. Employee productivity ratings
- B. Market compensation analysis**
- C. Company reputation
- D. Employee tenure

Market compensation analysis is a key factor in determining pay rates because it provides organizations with insights into the prevailing salary and benefits for specific roles within the industry and geographical area. By conducting this analysis, HR professionals can ensure that their compensation packages are competitive and aligned with the market standards. This is essential for attracting and retaining talent while also maintaining internal equity among employees in similar roles. Employee productivity ratings, company reputation, and employee tenure can influence compensation decisions but are not primary determinants of pay rates. For instance, while an individual's productivity might warrant a bonus or merit increase, it does not set the baseline salary for the role. Similarly, a company's reputation may enhance its ability to attract talent but does not dictate the specific pay rates. Employee tenure can lead to raises or promotions, yet it is often secondary to market compensation trends when establishing initial pay rates.

3. Which of the following is an example of a selection method that may be used in hiring?

- A. Employee training programs
- B. Background checks**
- C. Orientation sessions
- D. Team-building exercises

Background checks are a common selection method used in the hiring process to verify the accuracy of information provided by candidates and to assess their suitability for a position. This method helps employers obtain crucial information about a candidate's criminal history, employment history, and educational qualifications, which can significantly impact the hiring decision. By conducting background checks, employers aim to minimize the risk of hiring individuals who may pose a risk to the organization or who may have misrepresented their qualifications during the hiring process. In contrast, employee training programs, orientation sessions, and team-building exercises are not selection methods; rather, they are processes that occur after the hiring decision has been made. Training programs are designed to develop existing staff's skills, orientation sessions facilitate the onboarding of new hires, and team-building exercises aim to enhance collaboration and cohesion within an already established team. These activities do not aid in the initial decision-making process regarding who to hire.

4. What does the term "diversity" refer to in a workplace context?

- A. Homogeneity in team composition
- B. The inclusion of individuals from different backgrounds and perspectives**
- C. The training of employees in uniform policies
- D. A focus on seniority in hiring

In a workplace context, "diversity" refers to the inclusion of individuals from different backgrounds and perspectives. This encompasses a variety of characteristics, including but not limited to race, gender, ethnicity, age, sexual orientation, disability, and socioeconomic status. Embracing diversity leads to a richer array of ideas and viewpoints, fostering innovation and creativity within teams. Diversity is crucial for creating a welcoming and inclusive work environment, which can increase employee engagement and satisfaction. A diverse workforce can also better understand and respond to a broader range of customer needs and preferences, ultimately supporting the organization's success in a competitive marketplace. This concept contrasts with homogeneity, which refers to a lack of diversity and can result in groupthink and limited perspectives.

5. 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.

6. 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.

7. What process involves deciding what talent is needed to meet business objectives?

- A. Staffing Analysis
- B. Workforce Planning**
- C. Talent Acquisition
- D. Performance Management

The process that involves deciding what talent is needed to meet business objectives is workforce planning. This strategic approach looks at both the current workforce and the future needs of the organization to ensure that the right number of people with the right skills are available when needed. Workforce planning encompasses various activities, including analyzing workforce demographics, anticipating future hiring needs based on business growth and changes, and assessing current employees' skills against future demands. In this context, workforce planning is proactive and aligns human resource capabilities with the overall objectives of the organization. It helps organizations identify gaps in skills and resources, which can inform recruitment strategies, training programs, and other HR initiatives. This focus on aligning talent with business strategy is crucial for achieving organizational goals effectively. Staffing analysis is a narrower function that focuses specifically on whether the organization has enough staff to meet its current operational needs. Talent acquisition is primarily concerned with recruiting and hiring qualified candidates. Performance management involves assessing and improving employee performance but does not directly relate to the broader strategic planning of workforce needs. These processes play important roles in HR but are part of a larger framework that workforce planning addresses comprehensively.

8. What is the main function of an employee handbook?

- A. To promote team building activities
- B. To communicate company policies and procedures**
- C. To increase sales performance
- D. To manage employee disputes

The main function of an employee handbook is to communicate company policies and procedures. An employee handbook serves as a crucial document that outlines the rules, expectations, and guidelines that govern the workplace. This includes information on essential topics such as workplace behavior, dress code, attendance, leave policies, benefits, and disciplinary procedures. By providing this information in a clear and organized manner, the handbook ensures that employees understand their rights and responsibilities within the organization, fostering a consistent understanding of company standards. This communication is vital for maintaining compliance with employment laws and regulations, as it helps protect both the employer and the employees by ensuring that everyone is aware of the policies in place. While team building activities, sales performance, and managing employee disputes are important aspects of human resource management, they are not the primary purpose of an employee handbook. The handbook's primary focus remains on documenting and detailing the company's policies and procedures.

9. Which document outlines the responsibilities and expectations of a job?

- A. Job analysis
- B. Job description**
- C. Employee handbook
- D. Work policy

A job description is a critical document that clearly outlines the responsibilities, duties, qualifications, and expectations of a specific role within an organization. It serves as a guideline for both employees and employers regarding what is required in that position. This document typically includes essential information such as the job title, department, an overview of the job function, key responsibilities, necessary skills and qualifications, and performance expectations. The importance of a job description extends to various HR functions, including recruitment, performance evaluations, and compensation decisions. By having a well-defined job description, organizations can ensure that candidates have a clear understanding of what is expected of them, helping to align individual performance with the company's goals and objectives. This clarity is essential for both onboarding new employees and managing existing team members effectively, making the job description fundamental in human resources management.

10. What federal regulation requires proper classification of employees as exempt or non-exempt?

- A. Employee Retirement Income Security Act (ERISA)
- B. Occupational Safety and Health Act (OSHA)
- C. The Family and Medical Leave Act (FMLA)
- D. The Fair Labor Standards Act (FLSA)**

The Fair Labor Standards Act (FLSA) is the federal regulation that directly addresses the classification of employees as exempt or non-exempt. The FLSA establishes minimum wage, overtime pay standards, and work hour regulations, which include specific criteria that determine an employee's classification. Under the FLSA, employees who meet certain criteria based on their job duties and salary level may be classified as exempt, meaning they are not entitled to overtime pay for hours worked beyond 40 in a workweek. Those who do not meet these criteria must be classified as non-exempt and are eligible for overtime compensation. This classification is crucial for ensuring compliance with labor laws and protecting employee rights in terms of pay and working hours. The other options, while important in their own contexts, do not pertain specifically to the classification of employees regarding exempt or non-exempt status. For example, ERISA focuses on retirement and benefit plans, OSHA pertains to workplace safety, and FMLA provides guidelines for family and medical leave, none of which cover employee classification under wage and hour laws.

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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