

Certified Human Resource Associate (CHRA) - HREAP Practice Test (Sample)

Study Guide



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Questions

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- 1. Which of the following describes the role of recruitment?**
 - A. Eliminate unsuitable candidates**
 - B. Increase job satisfaction**
 - C. Attract and select potential applicants**
 - D. Enhance employee retention rates**
- 2. What does base pay refer to in a compensation program?**
 - A. The total compensation package offered to employees**
 - B. The cash paid to employees for their actual work performed**
 - C. Add-ons for overtime work**
 - D. Non-financial rewards provided to staff**
- 3. What is a key characteristic of the Graphic Rating Scale Method?**
 - A. Comparing employees to a key man one factor at a time**
 - B. Establishing a continuous scale for various factors**
 - C. Using money estimates for internal human organization**
 - D. Defining performance through behavioral anchored scales**
- 4. In responsibility charting, what is meant by "basic assumptions"?**
 - A. Common duties across all positions**
 - B. Fundamental beliefs influencing role expectations**
 - C. Standard skills required for all employees**
 - D. Guidelines for reporting structure**
- 5. What type of investigation may be conducted to verify a candidate's background?**
 - A. Credit Check**
 - B. Background Investigation**
 - C. Personality Assessment**
 - D. Social Media Review**

- 6. What does labor relations aim to achieve?**
- A. Complete management control**
 - B. Equitable treatment of all employees**
 - C. Industrial peace**
 - D. Strict enforcement of labor laws**
- 7. Which law provides for a special leave benefit for women following gynecological surgery?**
- A. PD 442**
 - B. R.A No. 9710**
 - C. RA No. 8187**
 - D. RA 9262**
- 8. What does the acronym KSA stand for in the context of job requirements?**
- A. Knowledge, Skills, and Abilities**
 - B. Knowledge, Strength, and Attitude**
 - C. Knowledge, Skills, and Assessment**
 - D. Knowledge, Skills, and Advancement**
- 9. What is the minimum night shift differential for work performed between 10 PM to 6 AM?**
- A. 5%**
 - B. 10%**
 - C. 15%**
 - D. 20%**
- 10. What principle does the saying "equal work should carry equal pay" reflect?**
- A. Job satisfaction**
 - B. Equity in wages**
 - C. Management philosophy**
 - D. Trade union negotiations**

Answers

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

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Explanations

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1. Which of the following describes the role of recruitment?

- A. Eliminate unsuitable candidates**
- B. Increase job satisfaction**
- C. Attract and select potential applicants**
- D. Enhance employee retention rates**

The role of recruitment is fundamentally about attracting and selecting potential applicants for a job opening. This process involves several key activities, including promoting the job vacancy to reach a broad audience, gathering applications, and assessing candidates through various selection methods. The objective is to identify individuals who not only have the necessary skills and qualifications but also fit well within the organizational culture. By effectively attracting a pool of candidates, recruitment helps ensure that the best talent is available to fulfill the needs of the organization. While eliminating unsuitable candidates, improving job satisfaction, and enhancing employee retention rates are important consequences of a good recruitment process, they do not define the core function of recruitment itself. Recruitment primarily focuses on the initial phase of the talent acquisition process, which is to bring in a diverse group of qualified individuals for consideration.

2. What does base pay refer to in a compensation program?

- A. The total compensation package offered to employees**
- B. The cash paid to employees for their actual work performed**
- C. Add-ons for overtime work**
- D. Non-financial rewards provided to staff**

Base pay refers to the fundamental monetary compensation that an employee earns for their actual work performed, typically expressed as an hourly wage or a salary. It forms the core of an employee's earnings and does not include additional incentives, bonuses, or benefits that might be part of the overall compensation package. Base pay is essential because it reflects the value of the work done directly and is the most stable and predictable portion of an employee's financial reward. This component is often determined based on factors such as market rates for similar positions, individual qualifications, and organizational policies. Understanding base pay is critical for both employees and employers, as it sets the foundation for further compensation elements like overtime pay, performance bonuses, and other financial incentives. While total compensation encompasses various elements, including bonuses and non-cash benefits, it is the base pay that specifically pertains to the regular payment made for work completed.

3. What is a key characteristic of the Graphic Rating Scale Method?

- A. Comparing employees to a key man one factor at a time**
- B. Establishing a continuous scale for various factors**
- C. Using money estimates for internal human organization**
- D. Defining performance through behavioral anchored scales**

The key characteristic of the Graphic Rating Scale Method lies in its establishment of a continuous scale for various performance factors. This method allows evaluators to assess an employee's performance across a range of predefined categories or traits, such as communication skills, teamwork, and productivity. Each factor is typically rated on a scale, which might range from poor to excellent or use numerical values to represent different levels of performance. This continuous scale provides a clear visual representation of an employee's performance and allows for more nuanced evaluations than simply classifying employees into discrete categories. It enables managers to capture a spectrum of performance levels, making it easier to identify both strengths and areas for improvement. In contrast, other methods, such as comparing employees to a key man (often known as forced ranking) or utilizing behavioral anchored scales, focus on specific comparisons or predefined behaviors rather than providing a broad assessment across multiple criteria. This unique characteristic of continuous rating differentiates the Graphic Rating Scale from other performance evaluation methods, making it a popular choice in many organizations.

4. In responsibility charting, what is meant by "basic assumptions"?

- A. Common duties across all positions**
- B. Fundamental beliefs influencing role expectations**
- C. Standard skills required for all employees**
- D. Guidelines for reporting structure**

In responsibility charting, "basic assumptions" refers to the fundamental beliefs that influence role expectations within an organization. These assumptions shape how responsibilities are perceived and executed by individuals in various roles. Understanding these underlying beliefs is crucial because they form the foundation upon which roles and responsibilities are defined, ensuring that everyone is aligned with the organization's goals and values. For example, if there is a basic assumption that teamwork is essential for success, this belief will impact how roles are delineated and encourage collaboration among team members. This context helps to clarify expectations and accountability within the responsibility chart. In contrast, the other options focus on specific elements that may be present in a responsibility chart but do not capture the essence of what "basic assumptions" signify. Common duties, standard skills, and guidelines for reporting structure are more about operational or functional aspects rather than the fundamental beliefs that drive role expectations and organizational culture.

5. What type of investigation may be conducted to verify a candidate's background?

- A. Credit Check**
- B. Background Investigation**
- C. Personality Assessment**
- D. Social Media Review**

A background investigation is a comprehensive process utilized to collect relevant information about a candidate's history and qualifications. This type of investigation typically includes examining criminal records, employment history, education verification, and sometimes additional personal information such as references. By conducting a background investigation, employers can ensure that the information provided by the candidate is accurate and that the candidate meets the necessary requirements for the position. Other options, while they may hold relevance in specific contexts, serve different purposes. A credit check focuses specifically on a candidate's financial background and may be applicable for positions that involve financial responsibilities. A personality assessment evaluates traits and behaviors to determine an individual's fit within a team or role but does not provide factual history or verification of credentials. A social media review involves scanning a candidate's public online presence but may not provide a comprehensive understanding of their professional qualifications or history.

6. What does labor relations aim to achieve?

- A. Complete management control**
- B. Equitable treatment of all employees**
- C. Industrial peace**
- D. Strict enforcement of labor laws**

Labor relations primarily aim to achieve industrial peace, which refers to a harmonious and stable relationship between employers and employees, including their representatives. This objective is essential for the smooth operation of organizations and the overall productivity of the workforce. By fostering cooperation and understanding between management and labor, labor relations seek to resolve conflicts, negotiate fair agreements, and create a work environment that minimizes disputes. Achieving industrial peace helps ensure that grievances are handled effectively, leading to increased employee satisfaction and reduced turnover. In this context, labor relations play a critical role in negotiating collective bargaining agreements, managing workplace disputes, and enhancing communication between parties. Thus, a primary goal of labor relations is to maintain a balance that allows for both the needs of the organization and the rights of employees to be respected, ultimately contributing to a stable work environment.

7. Which law provides for a special leave benefit for women following gynecological surgery?

A. PD 442

B. R.A No. 9710

C. RA No. 8187

D. RA 9262

The correct answer is that Republic Act No. 9710, also known as the Magna Carta of Women, provides for special leave benefits for women following gynecological surgery. This law was enacted to promote women's rights and welfare, recognizing the unique health challenges women face. Specifically, it grants women a special leave benefit of two months with full pay following a surgical procedure that can be detrimental to their reproductive health. This provision underscores the government's acknowledgment of the importance of women's health and ensures that they have access to necessary recovery time without financial burden. Understanding this, it's clear how crucial this law is in supporting women's health and well-being in the workplace, allowing them to focus on recovery without the added stress of job insecurity or loss of income during that time.

8. What does the acronym KSA stand for in the context of job requirements?

A. Knowledge, Skills, and Abilities

B. Knowledge, Strength, and Attitude

C. Knowledge, Skills, and Assessment

D. Knowledge, Skills, and Advancement

The acronym KSA stands for Knowledge, Skills, and Abilities, which are essential attributes that job candidates need to possess to perform effectively in a role. Knowledge refers to the information and understanding a person has regarding a specific field or subject, often gained through education and experience. Skills encompass the practical or technical expertise that a person can apply, such as proficiency in using certain tools or technologies. Abilities are the innate capacities that enable an individual to perform tasks, such as problem-solving, critical thinking, or communication. In the context of job requirements, understanding and articulating KSAs helps employers to define the necessary qualifications for a position and evaluate potential candidates more effectively. This concept is fundamental in both recruitment processes and in the development of training programs to ensure that employees can fulfill their roles adequately.

9. What is the minimum night shift differential for work performed between 10 PM to 6 AM?

- A. 5%
- B. 10%**
- C. 15%
- D. 20%

The minimum night shift differential for work performed between 10 PM to 6 AM is typically set at 10%. This percentage is commonly used by many employers to incentivize employees who work during these hours, recognizing the unique challenges and potential disruptions to personal life that night shifts can cause. Offering a night shift differential helps to attract and retain employees willing to work less desirable hours, which can be crucial for businesses that operate around the clock or require coverage during off-peak times. This practice also aligns with labor regulations and industry standards that aim to ensure fair compensation for employees working non-traditional hours. Consequently, the choice of 10% represents a standard approach that reflects both operational needs and employee rights.

10. What principle does the saying "equal work should carry equal pay" reflect?

- A. Job satisfaction
- B. Equity in wages**
- C. Management philosophy
- D. Trade union negotiations

The saying "equal work should carry equal pay" reflects the principle of equity in wages. This principle emphasizes that employees who perform the same job or work of equal value should receive comparable compensation, regardless of differences in gender, race, or other unrelated factors. This concept promotes fairness and helps to eliminate wage disparities that can occur in the workplace. Ensuring equity in wages is essential for fostering a fair work environment and promoting employee morale and loyalty. By adhering to this principle, organizations can build a more inclusive and equitable workplace, enhancing their reputation and potentially improving overall employee productivity.