

Certified Human Resource Professional (CHRP) Practice Exam (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. The duty to accommodate pertains to which of the following stakeholders?**
 - A. Expatriates
 - B. Laid-off workers
 - C. Telecommuting workers
 - D. Disabled workers

- 2. Which of the following best describes an approach ensuring that information is based on evidence when making HR decisions?**
 - A. Evidence-based approach
 - B. Data-driven approach
 - C. Qualitative approach
 - D. Intuitive approach

- 3. What is a key component of effective performance feedback?**
 - A. Immediate feedback and recognition.
 - B. Annual reviews only.
 - C. Feedback limited to team interactions.
 - D. Constructive criticism without any positives.

- 4. Which of the following can be initiated by either the union or the employer during the negotiation of a collective agreement?**
 - A. Work to rule
 - B. Strike
 - C. Lock out
 - D. Cease and desist action

- 5. The selection rate for a protected group identified in human rights legislation is lower than the selection rate for the comparison group. What problem is occurring in this situation?**
 - A. Adverse impact
 - B. Discrimination
 - C. Selection bias
 - D. Wrongful hiring

- 6. Why would an organization's overall average compa ratio be below 1?**
- A. The organization is underpaying its employees
 - B. The organization's employee compensation is not competitive
 - C. The organization has many new employees
 - D. The organization's pay ranges are narrow
- 7. Which document outlines the standards for conduct and moral judgments when practising HR?**
- A. Code of ethics
 - B. Policies
 - C. Values
 - D. Performance standards
- 8. Which of the following is a key benefit of employee job rotation?**
- A. Reduction of workforce size.
 - B. Enhancement of skills and employee satisfaction.
 - C. Increased pay for all employees.
 - D. Lesser workload for employees.
- 9. Which of the following is true of adult learning?**
- A. Adults are social learners and prefer to learn in groups.
 - B. Adults have life experience and always welcome change.
 - C. Adults are problem-centred, as opposed to subject-centred.
 - D. Adults need to be motivated by extrinsic rewards such as bonuses.
- 10. What is the primary goal of the WHMIS program?**
- A. To enhance production efficiency
 - B. To provide workers with information about hazardous materials
 - C. To reduce worker absenteeism
 - D. To ensure compliance with labor laws

Answers

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

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Explanations

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1. The duty to accommodate pertains to which of the following stakeholders?

- A. Expatriates
- B. Laid-off workers
- C. Telecommuting workers
- D. Disabled workers**

The duty to accommodate primarily relates to disabled workers because it is a legal requirement under human rights legislation in many jurisdictions. This duty mandates employers to take reasonable steps to remove barriers that prevent individuals with disabilities from fully participating in the workplace. It includes making changes to the work environment, altering work schedules, providing assistive technology, or modifying job duties when necessary. The underlying principle is to ensure that disabled workers can perform their jobs effectively and equitably, fostering an inclusive and diverse workforce. In contrast, the other groups do not necessarily encompass legal obligations regarding accommodation. Expatriates may face different challenges, such as transition support or cultural integration, rather than accommodations specific to disabilities. Laid-off workers are typically concerned with severance and job placement rather than accommodations, and telecommuting workers might have flexible work arrangements but do not inherently relate to the duty to accommodate unless they involve disability considerations. Thus, the focus on disabled workers highlights the specific legal context and responsibilities that employers hold under human rights legislation.

2. Which of the following best describes an approach ensuring that information is based on evidence when making HR decisions?

- A. Evidence-based approach**
- B. Data-driven approach
- C. Qualitative approach
- D. Intuitive approach

The evidence-based approach is a methodology that emphasizes the careful use of the best available evidence when making decisions in human resources. This approach integrates scientific findings, organizational data, and professional expertise, ensuring that decisions are not solely based on intuition or traditional practices but are instead grounded in empirical evidence and analytical insight. By using the evidence-based approach, HR professionals can assess the effectiveness of their strategies and interventions, leading to more informed decisions that can improve organizational performance. This method also encourages critical thinking and ongoing evaluation, fostering a culture of continuous improvement and adaptability in HR practices. In contrast, the data-driven approach focuses primarily on quantitative data analysis but may not thoroughly incorporate qualitative evidence or consider the context and nuances of human behavior. The qualitative approach relies on non-numeric insights and may overlook statistical evidence, while the intuitive approach bases decisions on gut feelings or personal experiences without empirical backing. Hence, the evidence-based approach stands out as the most comprehensive and reliable method for informed decision-making in HR.

3. What is a key component of effective performance feedback?

- A. Immediate feedback and recognition.
- B. Annual reviews only.
- C. Feedback limited to team interactions.
- D. Constructive criticism without any positives.

Immediate feedback and recognition play a crucial role in effective performance feedback because they foster an environment of continuous improvement and learning. By providing feedback as soon as possible after an event or behavior occurs, employees are more likely to understand the context and implications of their actions. This immediacy enhances learning opportunities and allows employees to make adjustments promptly, thereby improving performance outcomes. Recognition is equally important, as it reinforces positive behaviors and motivates employees to continue performing well. Celebrating achievements boosts morale and engagement, making individuals more likely to feel valued and invested in their work. This combination of timely feedback and recognition creates a dynamic where employees are encouraged to grow and develop, ultimately leading to a more productive workplace. Annual reviews, while beneficial for discussing overall performance and career development, do not provide the ongoing support and guidance that immediate feedback offers. Limiting feedback to team interactions narrows the scope of communication and can leave individuals without necessary insights into their personal performance. Lastly, constructive criticism that lacks positive reinforcement may dishearten employees and diminish their motivation. Thus, focusing on immediate feedback and recognition is fundamental for effective performance management.

4. Which of the following can be initiated by either the union or the employer during the negotiation of a collective agreement?

- A. Work to rule
- B. Strike
- C. Lock out
- D. Cease and desist action

The correct choice is that cease and desist action can be initiated by either the union or the employer during the negotiation of a collective agreement. This action involves a party stopping specified activities that are deemed disruptive or against the agreed-upon terms. It serves as a way to address alleged violations of the collective agreement or to prevent actions believed to be harmful to the negotiation process. In contrast, work to rule is typically a strategy employed by employees to follow workplace rules strictly to slow down operations, and it's generally initiated by the union. A strike is a work stoppage initiated by the union, typically in response to disputes over contract terms. A lockout is an action taken by the employer to prevent employees from working, usually in the context of a labor dispute. Both the strike and lockout are unilateral decisions made by either the union or employer, respectively, rather than actions that can be mutually initiated during negotiations.

5. The selection rate for a protected group identified in human rights legislation is lower than the selection rate for the comparison group. What problem is occurring in this situation?

A. Adverse impact

B. Discrimination

C. Selection bias

D. Wrongful hiring

The scenario describes a situation where the selection rate for a protected group is lower than that for a comparison group, indicating potential adverse impact. Adverse impact occurs when a selection procedure disproportionately affects a group protected by human rights legislation, such as those based on race, gender, age, or disability. This concept is critical in human resources as it addresses the fairness and equity of hiring practices. When there is a statistically significant difference in selection rates that adversely affects a protected group, it raises concerns about whether the selection process is leading to inequality and potentially violating legal and ethical standards. Understanding adverse impact is essential for HR professionals, as it directly relates to the goal of creating a diverse and inclusive workforce. Organizations need to ensure their selection methods are valid and do not unintentionally discriminate against individuals based on their membership in a protected class. This understanding allows HR practitioners to evaluate and reform hiring practices to mitigate any adverse impacts and promote fairness in recruitment processes.

6. Why would an organization's overall average compa ratio be below 1?

A. The organization is underpaying its employees

B. The organization's employee compensation is not competitive

C. The organization has many new employees

D. The organization's pay ranges are narrow

A compa ratio measures an employee's salary against the midpoint of the pay range for their job. A ratio below 1 indicates that, on average, employees are being paid less than the midpoint of their respective pay ranges. When an organization has many new employees, it often means that these individuals are typically at the lower end of the pay scale, as new hires might start at entry-level wages or at the bottom of the designated pay range. This situation can lead to a situation where the overall employee salary average drags down the compa ratio, particularly if many employees are new and earning lower salaries. In contrast, the other factors mentioned—such as being uncompetitive in compensation or having narrow pay ranges—imply broader systemic issues with wages and may not directly point to the average being below 1 simply due to the proportion of new hires. While underpayment and narrow margins can also contribute to low compa ratios, the specific effect of having a significant number of new employees provides a clear reason for the average to be below the midpoint.

7. Which document outlines the standards for conduct and moral judgments when practising HR?

- A. Code of ethics**
- B. Policies
- C. Values
- D. Performance standards

The code of ethics is a crucial document that serves as a guideline for professionals in the human resources field. It defines the ethical principles and standards that HR practitioners are expected to adhere to in their professional conduct. This document provides a framework for moral judgment, ensuring that HR practices are aligned with the organization's values and the broader expectations of ethical behavior in business. It helps HR professionals navigate complex situations and make decisions that uphold the integrity of the profession, fostering trust and respect in their interactions with employees and management. In contrast, policies outline specific rules or procedures within an organization, but they may not encompass the broader moral and ethical considerations that a code of ethics provides. While values reflect the beliefs and principles of an organization, they do not serve as guidelines for conduct in the same way a code of ethics does. Performance standards focus on measurable outcomes of an employee's work rather than the ethical implications of their behavior. Thus, the code of ethics distinctly articulates the expected standards of conduct, making it essential for HR professionals in maintaining ethical practices.

8. Which of the following is a key benefit of employee job rotation?

- A. Reduction of workforce size.
- B. Enhancement of skills and employee satisfaction.**
- C. Increased pay for all employees.
- D. Lesser workload for employees.

Employee job rotation is a practice that involves moving employees between different jobs or tasks within an organization. One of the primary benefits of this approach is the enhancement of skills and employee satisfaction. When employees rotate through various roles, they gain exposure to different tasks and responsibilities. This not only helps them develop a broader skill set but also fosters a greater understanding of the organization's operations as a whole. The acquisition of new skills can lead to improved performance and increased versatility within the workforce, making employees more adaptable to changing business needs. Additionally, job rotation can significantly contribute to employee satisfaction. It can alleviate feelings of monotony that arise from performing the same tasks repetitively, thus boosting engagement and motivation. By providing opportunities for personal and professional growth, organizations can create a more fulfilling work environment. Employees who feel challenged and valued are likely to be more productive and remain committed to their employer. In contrast, other options do not align with the primary advantages of job rotation. For instance, reducing workforce size could stem from various organizational strategies, but it's not a direct benefit of job rotation. Increased pay for all employees is not necessarily a consequence of job rotation; compensation typically correlates with performance and market value rather than merely changing roles. Lastly, job rotation

9. Which of the following is true of adult learning?

- A. Adults are social learners and prefer to learn in groups.
- B. Adults have life experience and always welcome change.
- C. Adults are problem-centred, as opposed to subject-centred.**
- D. Adults need to be motivated by extrinsic rewards such as bonuses.

The notion that adults are problem-centered, as opposed to subject-centered, accurately reflects a key principle of adult learning theories. Adults tend to engage more effectively when the learning is relevant to their personal or professional challenges. They prefer to apply their learning to real-world situations and problems they are facing, which enhances their motivation and retention of knowledge. This characteristic differentiates adult learners from younger learners, who may focus more on theoretical knowledge without immediately seeing a practical application. By framing learning around problem-solving, educators can create a more engaging and effective learning environment for adults, allowing them to draw on their own experiences and insights to find solutions. The other choices reflect misconceptions or oversimplifications about adult learning. While many adults benefit from social learning environments, it is not universally true that all prefer group learning. Life experiences play a significant role in adult education, but not all adults are inherently open to change; some may resist it based on personal or contextual factors. Lastly, while motivation is crucial for adult learners, it often comes from intrinsic factors, such as the desire for self-improvement or relevance to their personal goals, rather than solely from extrinsic rewards like bonuses.

10. What is the primary goal of the WHMIS program?

- A. To enhance production efficiency
- B. To provide workers with information about hazardous materials**
- C. To reduce worker absenteeism
- D. To ensure compliance with labor laws

The primary goal of the Workplace Hazardous Materials Information System (WHMIS) program is to provide workers with essential information about hazardous materials they may encounter in the workplace. This encompasses not only the identification of hazardous substances but also the risks associated with them and the necessary precautions to take when handling such materials. By effectively communicating this information, the program aims to promote a safer work environment and empower workers with the knowledge they need to protect themselves and their colleagues from potential harm. Enhancing production efficiency, reducing absenteeism, and ensuring compliance with labor laws are important considerations in workplace management, but they are not the central focus of WHMIS. Instead, WHMIS is fundamentally about hazard communication and safety, ensuring that all employees are knowledgeable about the health risks associated with the materials they work with and the appropriate measures to mitigate those risks.

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://certifiedhumanresourceprofessional-chrp.examzify.com>

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

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