

CERTIFIED STAFFING PROFESIONAL PRACTICE EXAM (SAMPLE)

STUDY GUIDE



Prepare with structure. Pass with confidence



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Table of Contents

Copyright	1
Table of Contents	2
Introduction	3
How to Use This Guide	4
Questions	5
Answers	8
Explanations	10
Next Steps	16

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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. For federal contractors requiring E-Verify checks, who must complete these checks?**
 - A. Only existing employees
 - B. Only new employees being placed
 - C. All employees regardless of placement
 - D. None of the above
- 2. Are employers required to record injuries of self-employed independent contractors on their OSHA 300 log?**
 - A. Yes, always
 - B. No, never
 - C. Only if injuries are severe
 - D. Only if they work on-site
- 3. What requirement exists for WARN notifications regarding temporary employees when a facility closes?**
 - A. Both staffing agencies and clients must notify
 - B. Only the staffing agency must notify
 - C. Neither the client nor the staffing agency is required to notify
 - D. The client must notify if they are regular workers
- 4. What type of service is responsible for processing payroll and providing benefits without involvement in recruitment?**
 - A. Managed Services
 - B. Vendor Management System (VMS)
 - C. Professional Employer Organization (PEO)
 - D. Manager Service Provider (MSP)
- 5. What is an important consideration when a staffing firm conducts background checks?**
 - A. The timeframe for conducting checks
 - B. The method of recruiting employees
 - C. The client's involvement in the process
 - D. All of the above

6. What is a "salt" in labor relations?

- A. A union organizer
- B. A shop steward
- C. A union official making political contributions
- D. A long-term union member

7. What does "remote hiring" entail?

- A. The process of recruiting candidates who can work part-time
- B. The process of recruiting and onboarding candidates for remote work
- C. The assessment of workplace safety for off-site employees
- D. The procedure to conduct performance evaluations digitally

8. If a client indicates a position is exempt, what might your firm still be liable for?

- A. Nothing
- B. Unemployment costs
- C. Overtime payment
- D. PPE costs

9. What kind of relationship does a Professional Employer Organization (PEO) create with a client company?

- A. Exclusively independent employer
- B. Equal co-employer
- C. Third-party contractor only
- D. Consultative partnership

10. What is the goal of a "skill gap analysis"?

- A. To identify training needs for current employees
- B. To evaluate employee performance across departments
- C. To find differences between required and possessed skills
- D. To assess employee job satisfaction

Answers

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

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Explanations

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1. For federal contractors requiring E-Verify checks, who must complete these checks?

- A. Only existing employees
- B. Only new employees being placed**
- C. All employees regardless of placement
- D. None of the above

In the context of federal contractors who are mandated to use E-Verify, the requirement is specifically focused on new employees being placed on contracts that are subject to E-Verify. This verification process is designed to ensure that individuals who are newly hired can legally work in the United States and is a critical step in compliance with federal regulations that govern hiring practices for contractors. The emphasis on new employees stems from the objective of maintaining a lawful workforce for contract work while ensuring compliance with federal immigration laws. By requiring E-Verify checks only for new employees, contractors can focus their efforts on verifying the eligibility of individuals who will be filling roles in relation to federal contracts. This does not extend to existing employees, as their legal status would have typically already been established prior to their current employment situation. In this scenario, it is essential to understand that while contractors may choose to verify existing employees as part of their internal policies, the federal requirement strictly pertains to individuals being newly placed in contract roles.

2. Are employers required to record injuries of self-employed independent contractors on their OSHA 300 log?

- A. Yes, always**
- B. No, never
- C. Only if injuries are severe
- D. Only if they work on-site

Employers are not required to record injuries of self-employed independent contractors on their OSHA 300 log. The Occupational Safety and Health Administration (OSHA) regulations generally require employers to keep records of work-related injuries and illnesses for their employees. Independent contractors, being self-employed, do not fall under the same obligations as employees in this regard. Therefore, regardless of the circumstances surrounding the injury, employers do not need to account for injuries sustained by independent contractors on their OSHA logs. This distinction is important for understanding OSHA's expectations regarding recordkeeping and the legal definitions of employees versus independent contractors. While employers are responsible for their workers, independent contractors are responsible for their own safety and health measures, including any related recordkeeping.

3. What requirement exists for WARN notifications regarding temporary employees when a facility closes?

- A. Both staffing agencies and clients must notify
- B. Only the staffing agency must notify
- C. Neither the client nor the staffing agency is required to notify**
- D. The client must notify if they are regular workers

In the context of the Worker Adjustment and Retraining Notification (WARN) Act, there are specific guidelines about notification requirements for facility closures, particularly related to temporary employees. The correct answer indicates that neither the client nor the staffing agency is required to notify temporary employees when a facility closes. This is based on the understanding that the WARN Act is primarily designed to protect employees in situations involving mass layoffs and plant closings. However, the Act typically applies to permanent employees rather than temporary or contract workers. Temporary employees, working through staffing agencies and not considered permanent employees of the facility, do not fall under the same notification requirements pertaining to WARN. Therefore, when a facility closes, the obligation to issue WARN notifications does not extend to temporary employees as long as they are not classified as regular employees of the facility. Understanding this distinction helps HR professionals and staffing agencies navigate compliance with employment laws effectively, ensuring that they are aware when these obligations apply.

4. What type of service is responsible for processing payroll and providing benefits without involvement in recruitment?

- A. Managed Services
- B. Vendor Management System (VMS)
- C. Professional Employer Organization (PEO)**
- D. Manager Service Provider (MSP)

The correct answer is that a Professional Employer Organization (PEO) is responsible for processing payroll and providing benefits without involvement in recruitment. PEOs streamline human resource tasks for businesses by taking on employer responsibilities, including payroll processing, benefits administration, tax filing, and compliance with labor laws. This allows companies to focus on their core business operations while ensuring that employee-related responsibilities are effectively managed. One of the key benefits of a PEO is that it enables businesses to offer competitive employee benefits, such as health insurance and retirement plans, without having to manage these functions in-house. In contrast, Managed Services and Manager Service Providers generally involve overseeing broader staffing functions, which can include recruitment among other services. A Vendor Management System (VMS) typically focuses on managing contingent labor and supplier relationships rather than providing payroll and benefits. While both Managed Services and VMS can support staffing needs, they do not specifically handle payroll and benefits in the same manner as a PEO.

5. What is an important consideration when a staffing firm conducts background checks?

- A. The timeframe for conducting checks**
- B. The method of recruiting employees
- C. The client's involvement in the process
- D. All of the above

When a staffing firm conducts background checks, the timeframe for conducting checks is crucial. It ensures that the information gathered is relevant and current. Thorough checks performed too early might yield outdated information, while those done too late could lead to hiring decisions based on old data or incomplete assessments. Additionally, conducting checks in a timely manner can also help avoid potential legal issues related to employment decisions being delayed by prolonged background assessment processes. While client involvement, methods of recruiting, and even the timing of checks are all factors in the broader context of recruitment practices, the main focus here is on the urgency and appropriateness of the timing of the background checks themselves. This highlights the importance of balancing efficiency and due diligence in the staffing process.

6. What is a "salt" in labor relations?

- A. A union organizer**
- B. A shop steward
- C. A union official making political contributions
- D. A long-term union member

In labor relations, the term "salt" refers to a union organizer who is hired by an employer to infiltrate a company in order to organize a union among its employees. This tactic involves the "salt" working within the company, building relationships, and encouraging fellow employees to support unionization efforts. The goal is to help the workforce recognize the benefits of collective bargaining and to mobilize them toward union representation. This method has historically been used as a strategy to strengthen union presence in workplaces where employees may be hesitant or unaware of the advantages of union membership. In the context provided, while the other choices each represent important roles in labor relations, they do not encompass the specific definition of a "salt." A shop steward serves as a liaison between the union and its members, a union official making political contributions involves advocacy or policy influence, and a long-term union member signifies commitment but does not pertain to the organizing strategy described by the term "salt."

7. What does "remote hiring" entail?

- A. The process of recruiting candidates who can work part-time
- B. The process of recruiting and onboarding candidates for remote work**
- C. The assessment of workplace safety for off-site employees
- D. The procedure to conduct performance evaluations digitally

Remote hiring specifically refers to the process of recruiting and onboarding candidates who will work from a location outside of the traditional office environment. This can involve various methods of communication and technology to ensure that candidates are effectively connected with the organization, regardless of physical distance. The focus is not solely on the recruitment phase, but also encompasses the onboarding, which is vital for integrating new hires into the company culture and ensuring they have the necessary tools and training to succeed in a remote setting. This concept includes using virtual interviews, online assessments, and digital orientation programs tailored for remote employees. Such practices help streamline the hiring process despite the lack of in-person interaction, making it a critical component of modern workforce strategies. The other options, while related to aspects of hiring and employment, do not capture the essence of "remote hiring." For instance, part-time recruitment does not imply remote work, workplace safety assessments focus on physical work environments, and performance evaluations pertain to employee performance rather than the initial hiring process. Thus, the correct answer aligns with the comprehensive view of recruiting and onboarding specifically designated for remote work arrangements.

8. If a client indicates a position is exempt, what might your firm still be liable for?

- A. Nothing
- B. Unemployment costs
- C. Overtime payment**
- D. PPE costs

When a client indicates that a position is exempt, it typically means that the employee in that role is not entitled to overtime pay under the Fair Labor Standards Act (FLSA) due to meeting specific criteria related to salary and job duties. However, even for positions considered exempt, there can be circumstances in which the employer may still be liable for unpaid overtime if the job does not fully meet the exemption criteria. If an employee is misclassified as exempt when they should be classified as non-exempt, they could be entitled to overtime compensation for hours worked over the standard 40-hour workweek. Misclassification can occur if the employee does not perform the duties that meet the exemption criteria or does not earn the required minimum salary threshold. Recognizing that the client has designated the position as exempt does not eliminate the firm's exposure to potential liability for overtime claims if the classification is found to be incorrect. Thus, understanding the nuances of exempt versus non-exempt classifications is crucial for compliance and for avoiding potential financial ramifications related to unpaid overtime.

9. What kind of relationship does a Professional Employer Organization (PEO) create with a client company?

- A. Exclusively independent employer
- B. Equal co-employer**
- C. Third-party contractor only
- D. Consultative partnership

A Professional Employer Organization (PEO) establishes an equal co-employer relationship with a client company. In this arrangement, both the PEO and the client share certain employer responsibilities, particularly in the realms of human resources, employee benefits, and compliance with labor laws. This co-employment relationship allows the PEO to handle payroll, benefits administration, and risk management, while the client company maintains control over the day-to-day operations and management of its workforce. This collaborative approach not only enables businesses to save time and resources on HR tasks but also leverages the PEO's expertise in compliance, which is particularly beneficial for small to mid-sized companies that might lack extensive HR resources. It's this shared responsibility that distinguishes the PEO arrangement from purely independent employer relationships or third-party contractors, where the control and responsibilities are more distinctly separated. Thus, the classification of the PEO-client relationship as equal co-employer accurately reflects the dynamics at play, providing both parties with advantages that drive efficiencies and support the overall success of the organization.

10. What is the goal of a "skill gap analysis"?

- A. To identify training needs for current employees
- B. To evaluate employee performance across departments
- C. To find differences between required and possessed skills**
- D. To assess employee job satisfaction

The goal of a "skill gap analysis" is to identify the differences between the skills that are required for a specific job or project and the skills that employees currently possess. This process focuses on understanding where employees may lack the necessary competencies to meet the demands of their roles or the strategic goals of the organization. By pinpointing these gaps, organizations can develop targeted training programs, recruitment strategies, or development initiatives to enhance overall workforce capability. The identification of these discrepancies is crucial for strategic workforce planning, ensuring that the organization can operate efficiently, adapt to changes, and improve its competitive advantage. Understanding the specific areas where skills are lacking allows for more effective allocation of resources and targeted interventions.

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://certifiedstaffingprofessional.examzify.com>

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

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