

CERTIFIED STAFFING PROFESIONAL PRACTICE EXAM (SAMPLE)

STUDY GUIDE



**SAMPLE STUDY GUIDE
WITH LIMITED QUESTIONS**

**VISIT US ONLINE FOR
THE FULL VERSION STUDY GUIDE**

<https://certifiedstaffingprofessional.examzify.com>



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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. Which of the following statements correctly describes client liability in terms of benefits?**
 - A. Clients may not ask workers about benefits.
 - B. Clients can use agreements to avoid benefits liability.
 - C. Clients must provide benefits regardless of agreements.
 - D. Clients are exempt from compliance with labor laws.
- 2. When is a company not required to send WARN notifications?**
 - A. When layoffs do not exceed a total of 50 employees
 - B. When the layoffs are temporary
 - C. When part-time employees are included in the count
 - D. When the layoffs occur in less than 30 days' notice
- 3. What total employee count triggers WARN notification requirements when counting temporary workers?**
 - A. 40 employees
 - B. 50 employees
 - C. 100 employees
 - D. 200 employees
- 4. What is a key benefit of utilizing technology in staffing?**
 - A. Increased hiring costs
 - B. Reduction in candidate quality
 - C. Improved efficiency in the recruitment process
 - D. Longer time-to-hire
- 5. What is the minimum number of work hours Lisa must have completed to qualify for FMLA leave?**
 - A. 500 hours
 - B. 1,000 hours
 - C. 1,250 hours
 - D. 1,500 hours

- 6. Which scenario would likely lead to a liability claim against a staffing agency?**
- A. Misclassification of an employee
 - B. Undefined job roles
 - C. Unreported workplace hazards
 - D. All of the above
- 7. What is the primary role of a staffing professional?**
- A. To match qualified candidates with job openings
 - B. To conduct training programs for employees
 - C. To manage employee relations
 - D. To oversee payroll and benefits administration
- 8. What is a key reason staffing firms do not typically determine safety at the worksite?**
- A. The client maintains control over the site
 - B. The staffing firm lacks operational authority
 - C. The employees refuse to report safety issues
 - D. Outside regulations prevent this
- 9. What is the purpose of the I-9 form?**
- A. To verify employment eligibility.
 - B. To offer health insurance.
 - C. For tax purposes.
 - D. To determine salary expectations.
- 10. What is the status of computer professionals paid more than \$20 per hour in relation to overtime provisions?**
- A. They are exempt from overtime provisions.
 - B. They are not exempt from overtime provisions.
 - C. They must qualify under additional regulations.
 - D. They are only exempt in certain industries.

Answers

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

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Explanations

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1. Which of the following statements correctly describes client liability in terms of benefits?

- A. Clients may not ask workers about benefits.
- B. Clients can use agreements to avoid benefits liability.**
- C. Clients must provide benefits regardless of agreements.
- D. Clients are exempt from compliance with labor laws.

The statement indicating that clients can use agreements to avoid benefits liability is accurate because it reflects how contractual arrangements can define the responsibilities between staffing agencies and clients. In many cases, clients can enter into agreements that specify which party is responsible for providing specific benefits to workers. By clearly articulating these responsibilities, clients may limit their exposure to benefits-related liabilities, depending on the nature of the agreement and applicable laws. In staffing arrangements, it is common for clients to negotiate terms within the contract that delineate the benefits obligations, such as health insurance or retirement contributions. This means clients can strategically structure agreements to ensure they are not held liable for benefits that are the responsibility of the staffing agency. Understanding the nuances of these contracts is critical for clients and staffing professionals because it helps define their roles, responsibilities, and liabilities in the employment relationship. This negotiation aspect is essential for compliance and risk management in staffing practices.

2. When is a company not required to send WARN notifications?

- A. When layoffs do not exceed a total of 50 employees**
- B. When the layoffs are temporary
- C. When part-time employees are included in the count
- D. When the layoffs occur in less than 30 days' notice

The Worker Adjustment and Retraining Notification (WARN) Act mandates that employers provide advance notice of significant layoffs or plant closures to affected employees, which is typically at least 60 days. However, there are specific thresholds and conditions under which an employer may not be required to send WARN notifications. In the context of this question, if layoffs do not exceed a total of 50 employees, the company is not obligated to issue WARN notifications. The Act applies to employers with a workforce of 100 or more employees and specifically addresses situations where 50 or more full-time employees are laid off at a single site of employment. Therefore, if the number of employees impacted by layoffs is below this threshold, the notice requirement is not triggered. Understanding this provision is crucial, as it allows businesses that are making smaller-scale workforce adjustments to manage their operations flexibly without being constrained by the WARN notification requirements.

3. What total employee count triggers WARN notification requirements when counting temporary workers?

- A. 40 employees
- B. 50 employees**
- C. 100 employees
- D. 200 employees

The Worker Adjustment and Retraining Notification (WARN) Act establishes guidelines for employer notifications in the case of layoffs or plant closures. For the WARN notification requirements, the total employee count includes both permanent and temporary workers. Specifically, the threshold that triggers these requirements is set at 50 employees. This means that if an employer has 50 or more employees (considering both permanent and temporary) and is planning a mass layoff or plant closing, they are obligated to provide at least 60 days' notice to affected workers and various governmental entities. This requirement is crucial for ensuring that employees have adequate time to transition and look for new employment opportunities, thereby mitigating the impact of sudden job loss. Understanding this threshold is vital for staffing professionals and employers alike, as it influences planning, compliance, and communication strategies during layoffs or business restructures. Keeping in mind the inclusion of temporary workers when calculating the total employee count ensures that all workers are considered and properly notified according to the law.

4. What is a key benefit of utilizing technology in staffing?

- A. Increased hiring costs
- B. Reduction in candidate quality
- C. Improved efficiency in the recruitment process**
- D. Longer time-to-hire

Utilizing technology in staffing significantly enhances efficiency in the recruitment process. This improvement is achieved through various means, such as automated application tracking systems, digital interviews, and data analytics that expedite candidate sourcing and screening. By streamlining these processes, organizations can process applications faster, reduce administrative burdens, and efficiently match candidates to job openings. This leads to quicker decision-making and filling of positions, ultimately benefiting both the organization and the candidates in terms of time and resource management. The focus on technology not only ensures a more organized approach to recruitment but also allows staffing professionals to dedicate their time to more strategic tasks, such as engaging with candidates and improving the overall hiring experience. As a result, the incorporation of technology is essential for modern staffing practices aiming for improved outcomes.

5. What is the minimum number of work hours Lisa must have completed to qualify for FMLA leave?

- A. 500 hours
- B. 1,000 hours
- C. 1,250 hours**
- D. 1,500 hours

To qualify for Family and Medical Leave Act (FMLA) leave, an employee must have completed a minimum of 1,250 hours of work during the 12 months preceding the leave period. This requirement ensures that only those employees who have dedicated a significant amount of time to their job are eligible for the protections and benefits offered under the FMLA. The 1,250-hour threshold reflects a commitment to the employer, which justifies the employee's entitlement to take unpaid, job-protected leave for specified family and medical reasons.

6. Which scenario would likely lead to a liability claim against a staffing agency?

- A. Misclassification of an employee
- B. Undefined job roles
- C. Unreported workplace hazards
- D. All of the above**

A staffing agency plays a critical role in ensuring compliance with labor laws and maintaining a safe work environment for employees placed in client organizations. Each scenario presented can lead to liability claims against the agency, making 'All of the above' the most comprehensive answer. Misclassification of an employee can lead to significant legal issues. If a staffing agency misclassifies employees—such as treating them as independent contractors when they are actually employees—they may violate wage and hour laws, leading to claims for back pay or penalties. Undefined job roles create ambiguity about employee responsibilities and expectations. This lack of clarity can lead to disputes regarding performance, responsibilities, and even injuries on the job, as employees may take on tasks outside their assigned roles without proper training or authority. Unreported workplace hazards pose a serious risk, as staffing agencies hold a duty to ensure safe working conditions. Failing to report or address these hazards may result in accidents or injuries, which could trigger liability claims from affected employees or regulatory scrutiny. Thus, each of these scenarios can independently lead to claims, making the selection of 'All of the above' the most accurate response, as it encompasses all potential liability risks that staffing agencies may face.

7. What is the primary role of a staffing professional?

- A. To match qualified candidates with job openings**
- B. To conduct training programs for employees
- C. To manage employee relations
- D. To oversee payroll and benefits administration

The primary role of a staffing professional is to match qualified candidates with job openings. This function is central to the success of staffing agencies and human resource departments. By evaluating the skills, experience, and personal attributes of candidates, staffing professionals ensure that they identify individuals who are a good fit for specific roles within an organization. This matching process not only enhances the likelihood of a successful hire but also contributes to the overall efficiency and effectiveness of the recruitment process. When staffing professionals successfully align candidates with the needs of employers, they help organizations fill positions with individuals who will likely perform well and contribute positively to the company culture. This role requires a deep understanding of the job market, industry trends, and the specific needs of employers, making it vital to the operational success of businesses.

8. What is a key reason staffing firms do not typically determine safety at the worksite?

- A. The client maintains control over the site**
- B. The staffing firm lacks operational authority
- C. The employees refuse to report safety issues
- D. Outside regulations prevent this

The key reason staffing firms do not typically determine safety at the worksite is that the client maintains control over the site. In a typical staffing arrangement, the client company is responsible for managing the actual work environment and is accountable for ensuring that all safety protocols and regulations are followed. This control means that the staffing firm, which provides workers to the client, does not have the authority or ability to enforce safety measures directly within the client's operations. This dynamic underscores the importance of clear communication and collaboration between staffing firms and their client companies regarding safety practices. While staffing firms may provide input on safety and contribute to discussions, the ultimate responsibility lies with the client to implement and oversee safety protocols on-site.

9. What is the purpose of the I-9 form?

- A. To verify employment eligibility.**
- B. To offer health insurance.
- C. For tax purposes.
- D. To determine salary expectations.

The purpose of the I-9 form is to verify employment eligibility. This form is a vital component of the hiring process in the United States, as it requires employers to confirm that their employees are legally allowed to work in the country. Specifically, the I-9 form mandates that employees provide documentation that demonstrates their identity and authorization to work, such as a U.S. passport or a driver's license along with a Social Security card. By effectively utilizing the I-9 form, employers comply with federal regulations and help prevent the employment of individuals who do not have the legal right to work in the U.S. This verification process is crucial for maintaining the integrity of the workforce and complying with immigration laws. The other options do not align with the primary function of the I-9 form; it is not intended for health insurance assessment, tax documentation, or salary determination, which are governed by other forms and processes in the employment landscape.

10. What is the status of computer professionals paid more than \$20 per hour in relation to overtime provisions?

- A. They are exempt from overtime provisions.
- B. They are not exempt from overtime provisions.**
- C. They must qualify under additional regulations.
- D. They are only exempt in certain industries.

The correct answer indicates that computer professionals paid more than \$20 per hour are not exempt from overtime provisions. Under the Fair Labor Standards Act (FLSA), exemptions for overtime apply based on job duties rather than simply salary levels. While there are certain exemptions for executive, administrative, and professional employees, not every computer professional automatically qualifies for these exemptions based solely on their hourly wage. In general, for computer professionals to be considered exempt, they must meet specific criteria related to their job duties, such as the primary duties involving application of computer systems analysis techniques or programming. Therefore, just being paid more than \$20 an hour does not automatically exclude them from overtime requirements unless their specific job responsibilities meet the exempt criteria defined by the Department of Labor. Understanding the nuances of these regulations is critical for ensuring compliance and fair labor practices in staffing and employment. This answer reflects the broader regulatory context rather than a strict dollar threshold, which is key to understanding how these laws apply to different roles within the computer profession.

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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