

HRCI PROFESSIONAL IN HUMAN RESOURCES – CALIFORNIA (PHRCA) CERTIFICATION PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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. An evaluation that compares the salaries for particular jobs offered on the external job market is called:**
 - A. Internal Equity Review
 - B. Benchmarking Analysis
 - C. Market-Based Job Evaluation
 - D. Job Value Assessment
- 2. Contractors for state procurement sign a statement under penalty of perjury to abide by anti-discrimination and workplace rules as part of which Code?**
 - A. Non-Discrimination Agreement
 - B. Labor Compliance Policy
 - C. Equal Opportunity Clause
 - D. Sweat Free Code of Conduct
- 3. If you are in the Household Occupations, which Wage Order applies?**
 - A. Wage Order 15
 - B. Wage Order 14
 - C. Wage Order 16
 - D. Wage Order 13
- 4. Which agency files affirmative lawsuits when employers refuse to comply with demand for payment?**
 - A. Judgment Enforcement
 - B. Legal Unit
 - C. California Labor Commissioner
 - D. Cal-COBRA
- 5. Which term denotes an employee who is assigned to work abroad or on an international assignment?**
 - A. Expatriate
 - B. Global assignee
 - C. International worker
 - D. Assignee

- 6. Which term describes the plan or process of aligning personal development with organizational goals?**
- A. Change agent
 - B. Career planning
 - C. Central tendency
 - D. Civil law
- 7. Which term describes the management of products and processes that show concern for health, safety, and the environment?**
- A. Sustainability
 - B. Occupational safety
 - C. Environmental responsibility
 - D. Quality management
- 8. FEHA uses which term to describe prohibited actions by employers?**
- A. Unlawful Conduct
 - B. Unfair Practices
 - C. Prohibited Employment Practices
 - D. Harassment and Discrimination
- 9. A non discretionary bonus is best described as?**
- A. A discretionary bonus.
 - B. A bonus based on hours worked, units produced, production efficiency, or work quality.
 - C. A bonus that is not included in the regular rate of pay for overtime.
 - D. A fixed annual bonus irrespective of performance.
- 10. Which term is the shortened form for 'biographical data', used to capture education, background, and work history?**
- A. brain drain
 - B. brainstorming
 - C. breakdown (analysis)
 - D. biodata

Answers

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

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Explanations

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1. An evaluation that compares the salaries for particular jobs offered on the external job market is called:

- A. Internal Equity Review
- B. Benchmarking Analysis
- C. Market-Based Job Evaluation**
- D. Job Value Assessment

Comparing what similar jobs pay in the external market to set compensation is market-based. This approach uses external pay data to determine the value and pay range for a job, helping the organization stay competitive for attracting and retaining talent. It's a formal way to price a job according to outside benchmarks, rather than relying solely on internal structures. Internal Equity Review focuses on fairness among employees within the organization, not on external market rates. Benchmarking Analysis can involve external data but is broader and not always tied to a formal market-based value assessment for each specific job. Job Value Assessment emphasizes the internal worth of a job within the company and doesn't center on external market comparisons.

2. Contractors for state procurement sign a statement under penalty of perjury to abide by anti-discrimination and workplace rules as part of which Code?

- A. Non-Discrimination Agreement
- B. Labor Compliance Policy
- C. Equal Opportunity Clause
- D. Sweat Free Code of Conduct**

In state procurement, contractors are required to commit to labor standards by signing a formal code and affirming under penalty of perjury that they will follow anti-discrimination and workplace rules. This explicit certification is the Sweat Free Code of Conduct. It ties anti-discrimination obligations and safe, fair labor practices to a binding, enforceable pledge used in procurement to prevent exploitative labor. The other options describe related concepts, but they aren't the specific code that is signed under oath in this context: the Equal Opportunity Clause is a broader contract requirement often associated with federal contracts; a Non-Discrimination Agreement and a general Labor Compliance Policy don't capture the distinct, enforceable Sweat Free Code of Conduct used in state procurement.

3. If you are in the Household Occupations, which Wage Order applies?

- A. Wage Order 15**
- B. Wage Order 14
- C. Wage Order 16
- D. Wage Order 13

Household Occupations workers are covered by a wage order specifically for in home domestic work. This wage order sets the pay and overtime rules for employees who work in private households, such as housekeepers, nannies, cooks, drivers, and similar roles. Because the job is in a private home, the Household Occupations wage order applies rather than the other wage orders that cover different industries. The other orders are for sectors like manufacturing, retail, or clothing stores and do not apply to private domestic workers.

4. Which agency files affirmative lawsuits when employers refuse to comply with demand for payment?

- A. Judgment Enforcement
- B. Legal Unit**
- C. California Labor Commissioner
- D. Cal-COBRA

The important idea is that enforcement of unpaid wages moves from an administrative demand to litigation handled by the agency's legal team. When an employer won't pay after a formal demand for payment, the Legal Unit within the California Labor Commissioner's framework takes up the case and files a civil action to recover the wages owed, along with any applicable penalties and interest. This is the process by which the agency actively pursues money through the court system, rather than just issuing administrative orders. The California Labor Commissioner oversees wage claims, but it is the Legal Unit that handles these affirmative lawsuits. Other options don't fit because Judgment Enforcement deals with collecting existing judgments, Cal-COBRA concerns health coverage continuation, and the general Labor Commissioner office handles the initial claims rather than initiating court actions.

5. Which term denotes an employee who is assigned to work abroad or on an international assignment?

- A. Expatriate
- B. Global assignee
- C. International worker
- D. Assignee**

An expatriate is the employee who is assigned to work abroad. In international HR, this term specifically describes someone relocated from their home country to another country for a work assignment, often with a defined duration and support such as relocation, housing, and repatriation planning. The other terms are less precise in standard practice: "global assignee" might be used in some programs but isn't a universal label, "international worker" is too generic, and "assignee" simply means someone assigned to a task and does not by itself indicate an international posting.

6. Which term describes the plan or process of aligning personal development with organizational goals?

- A. Change agent
- B. Career planning**
- C. Central tendency
- D. Civil law

Career planning focuses on aligning an individual's development with the organization's goals by mapping personal growth to the skills and experiences the business needs for its strategy. It involves assessing current capabilities, setting development goals, and pursuing training, assignments, or roles that prepare someone for future opportunities that the company intends to fill. This creates a win win: the organization builds the talent it requires while the employee advances toward meaningful career milestones. A change agent is someone who leads or promotes organizational change, which is different from planning an individual's development around organizational needs. Central tendency and civil law aren't related to aligning personal growth with business goals.

7. Which term describes the management of products and processes that show concern for health, safety, and the environment?

- A. Sustainability
- B. Occupational safety
- C. Environmental responsibility**
- D. Quality management

Managing products and processes with concern for health, safety, and the environment centers on environmental responsibility. This approach embeds safeguards for people and the planet into how things are designed, produced, used, and disposed of. It involves assessing and controlling risks to workers and communities, reducing pollution, conserving resources, and complying with laws and standards. In practice, organizations choose safer materials, cleaner production methods, proper waste handling, and life cycle thinking so health, safety, and environmental outcomes are part of operations from design through end-of-life. While sustainability covers broad long term viability across environmental, social, and economic factors, the emphasis here is specifically on how environment, health, and safety are managed together; occupational safety focuses narrowly on worker protection, and quality management concentrates on meeting product specifications rather than the broader environmental or health considerations.

8. FEHA uses which term to describe prohibited actions by employers?

- A. Unlawful Conduct
- B. Unfair Practices
- C. Prohibited Employment Practices**
- D. Harassment and Discrimination

FEHA labels employer actions that violate the law as prohibited employment practices. Using this term signals that the conduct is not just wrong, but legally forbidden and subject to remedies and enforcement. These practices include discrimination based on protected characteristics, harassment (including creating a hostile work environment), retaliation for opposing or reporting discrimination, and related violations. While some texts may refer to FEHA actions as unlawful or describe them as discrimination or harassment, the standard phrasing used to describe the employer actions FEHA forbids is "prohibited employment practices."

9. A non discretionary bonus is best described as?

- A. A discretionary bonus.
- B. A bonus based on hours worked, units produced, production efficiency, or work quality.**
- C. A bonus that is not included in the regular rate of pay for overtime.
- D. A fixed annual bonus irrespective of performance.

A non-discretionary bonus is a predetermined reward tied to measurable performance or output. This type of bonus is expected to be paid if defined criteria are met, rather than being handed out at the manager's whim. The best description is the one that specifies the bonus depends on factors like hours worked, units produced, production efficiency, or work quality because these are objective, verifiable measures that set clear expectations in advance. Because it's based on concrete criteria, it is typically considered part of guaranteed pay and is included in the regular rate of pay for overtime calculations. Discretionary bonuses, by contrast, are awarded at the employer's discretion and aren't tied to pre-set metrics, which is why that option doesn't fit as well.

10. Which term is the shortened form for 'biographical data', used to capture education, background, and work history?

- A. brain drain
- B. brainstorming
- C. breakdown (analysis)

D. biodata

Biodata is the term for biographical data collected to summarize a candidate's education, background, and work history. It's literally the shortened form of biographical data, and in HR contexts it refers to structured information about a person's education, qualifications, training, and employment experiences used to assess fit for a job. This makes it the best choice because the other terms describe different ideas: brain drain is the outflow of skilled workers, brainstorming is a technique for generating ideas, and breakdown (analysis) refers to dissecting information to understand its parts. Biodata forms or questionnaires are used in screening to gauge potential by looking at past behavior and experiences, though their predictive power can vary and should be used with fairness in mind.

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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://hrciphrca.examzify.com>

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

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