

# Infor Global Human Resources (HR) Certification 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. What is a competency in the context of Infor Global HR?**

- A. A learned ability**
- B. A personal characteristic that enhances job performance**
- C. A specific job duty**
- D. A position within the organization**

**2. Which choice is NOT a valid use of legal entities and establishments?**

- A. Creating direct and indirect manager relationships**
- B. Grouping multiple work assignments for regulatory reporting**
- C. Creating organizational units in different countries**
- D. Implementing employee training programs**

**3. How does Infor HR support compliance with labor laws?**

- A. By avoiding updates on regulations**
- B. By incorporating regulatory updates and tools for policy management**
- C. By providing a static set of rules**
- D. Through manual compliance checks**

**4. Who is primarily responsible for day-to-day processing in Infor Global HR?**

- A. HR Analyst**
- B. HR Generalist**
- C. Systems Administrator**
- D. Recruiter**

**5. What types of analytics does Infor Global HR provide for workforce demographics?**

- A. Analysis of workforce productivity**
- B. Analysis of workforce diversity, age distribution, and tenure patterns**
- C. Analysis of employee satisfaction ratings**
- D. Analysis of recruitment sources**

**6. What should be considered when developing salary structures?**

- A. Organizational culture and employee needs**
- B. Historical salary practices only**
- C. Only government regulations**
- D. Only industry standards**

**7. How can Infor HR assist organizations in managing organizational change?**

- A. By providing tools and frameworks for communicating change effectively**
- B. By keeping change plans confidential**
- C. By avoiding employee involvement in change processes**
- D. By hiring external consultants for every change**

**8. What does Infor HR leverage to foster a culture of continuous learning?**

- A. Static training manuals**
- B. Dynamic training and development tools**
- C. Social media platforms for feedback**
- D. Regular performance appraisals**

**9. What does the term 'enterprise groups' refer to in Infor Global HR?**

- A. A collective of organizational resources**
- B. A configuration to manage employee groups**
- C. A system for job assignments**
- D. A framework for training schedules**

**10. How does Infor Global HR facilitate workforce planning?**

- A. By providing data for financial forecasts**
- B. By offering analytics and reporting tools to assess workforce needs and make informed decisions**
- C. By generating job postings**
- D. By evaluating employee satisfaction**

## **Answers**

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

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## **Explanations**

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## 1. What is a competency in the context of Infor Global HR?

- A. A learned ability
- B. A personal characteristic that enhances job performance**
- C. A specific job duty
- D. A position within the organization

In the context of Infor Global HR, a competency can be defined as a personal characteristic that enhances job performance. Competencies encompass a blend of knowledge, skills, abilities, and behaviors that contribute to an individual's ability to be effective in their role. These characteristics go beyond simple job duties or learned abilities; they are more about how an individual is capable of performing their tasks and how they align with the organization's goals. Competencies are crucial in developing effective employee performance frameworks, as they help identify the key traits that lead to success in various positions within the organization. They can also inform training and development initiatives, performance evaluations, and succession planning, ensuring that the workforce is equipped with the necessary qualities to thrive. In contrast, a learned ability refers more to the skills that an individual acquires through experience or education rather than the broader characteristics that influence job performance. A specific job duty is a task or responsibility assigned to an employee, which does not encompass the holistic view of competencies. Meanwhile, a position within the organization is related to where an employee fits in the organizational structure but does not define the personal attributes that contribute to job performance.

## 2. Which choice is NOT a valid use of legal entities and establishments?

- A. Creating direct and indirect manager relationships
- B. Grouping multiple work assignments for regulatory reporting
- C. Creating organizational units in different countries
- D. Implementing employee training programs**

The correct answer is centered on the nature of legal entities and establishments and their primary functions within a business context. Legal entities and establishments are primarily used for defining the organization's structure, compliance with legal regulations, and regulatory reporting. When examining the other choices, creating direct and indirect manager relationships, grouping multiple work assignments for regulatory reporting, and creating organizational units in different countries all pertain to structural and administrative functions of organizations. They involve how an organization is configured and operates within various jurisdictions, which is fundamental to the role of legal entities and establishments. For instance, having legal entities allows organizations to manage different operations in compliance with local laws, and it is crucial for regulatory purposes such as tax obligations and labor laws. In contrast, implementing employee training programs does not inherently relate to the structure or compliance roles of legal entities. Training programs are an operational function aimed at employee development and do not utilize the legal framework that defines the organization's official structure or regulatory standing. Therefore, it is not a valid use of legal entities and establishments.

### 3. How does Infor HR support compliance with labor laws?

- A. By avoiding updates on regulations
- B. By incorporating regulatory updates and tools for policy management**
- C. By providing a static set of rules
- D. Through manual compliance checks

Infor HR supports compliance with labor laws by incorporating regulatory updates and tools for policy management. This means that the system is designed to stay current with changes in labor laws and regulations, ensuring that organizations can adapt their policies and practices accordingly. This proactive approach minimizes the risk of non-compliance by providing automated tools and resources that help HR professionals manage policies effectively. Moreover, the integrated nature of these updates allows companies to align their HR practices with legal requirements continuously, which is critical for avoiding potential legal issues and penalties associated with non-compliance. The tools for policy management help streamline the process of updating employee handbooks, training materials, and other relevant documentation, ensuring that all employees have access to the most current information related to their rights and responsibilities in the workplace. This approach contrasts sharply with options that suggest more static or manual methods, which would not support organizations in maintaining compliance effectively in a dynamic legal environment.

### 4. Who is primarily responsible for day-to-day processing in Infor Global HR?

- A. HR Analyst
- B. HR Generalist**
- C. Systems Administrator
- D. Recruiter

The HR Generalist is primarily responsible for day-to-day processing in Infor Global HR. This role encompasses a broad range of HR functions that include administering employee records, managing benefits, handling employee relations, and ensuring compliance with various HR policies and regulations. The HR Generalist acts as a central point of contact for employees and is involved in various aspects of human resource management at an operational level. Their position requires familiarity with the Infor Global HR system, enabling them to effectively enter, update, and manage employee data, as well as respond to employee inquiries related to their HR needs. This role is crucial because it ensures that HR processes run smoothly and efficiently on a daily basis, which is essential for maintaining an organized and effective human resources function. While other roles such as HR Analysts and Systems Administrators contribute to HR functions, their focus is typically more analytical or technical rather than on the day-to-day personnel management tasks central to the HR Generalist's duties. A Recruiter specifically engages in the talent acquisition process, placing them outside the scope of day-to-day processing activities. Thus, the HR Generalist plays an integral role in managing the ongoing administrative tasks essential to a well-functioning HR department.

## 5. What types of analytics does Infor Global HR provide for workforce demographics?

- A. Analysis of workforce productivity**
- B. Analysis of workforce diversity, age distribution, and tenure patterns**
- C. Analysis of employee satisfaction ratings**
- D. Analysis of recruitment sources**

Infor Global HR provides robust analytical tools that focus on understanding the workforce demographics, which include aspects such as diversity, age distribution, and tenure patterns. This type of analysis is essential for organizations to gain insights into the composition of their workforce. By examining these demographics, HR professionals can identify trends, assess the effectiveness of diversity initiatives, understand the age distribution for succession planning, and evaluate employee retention strategies based on tenure patterns. Understanding these aspects allows companies to make informed decisions that align with their strategic goals, enhancing not only workforce management but also fostering a more inclusive work environment. This analytical capability supports various HR functions including talent acquisition, workforce planning, and employee engagement initiatives, all of which are critical in today's competitive job market.

## 6. What should be considered when developing salary structures?

- A. Organizational culture and employee needs**
- B. Historical salary practices only**
- C. Only government regulations**
- D. Only industry standards**

When developing salary structures, it is crucial to consider organizational culture and employee needs because these factors significantly influence how compensation is perceived and its effectiveness in attracting and retaining talent. Organizational culture pertains to the values, beliefs, and norms that shape how employees interact and work within the organization. A salary structure aligned with the culture can enhance employee satisfaction and engagement. Additionally, understanding employee needs allows for a more tailored approach to compensation, which may include not only salary but also benefits and work-life balance considerations. Employees may place different values on compensation elements based on their circumstances, such as family obligations or career goals. On the other hand, relying solely on historical salary practices may not reflect current market dynamics or evolving employee expectations. Strictly adhering to government regulations could result in compliance but does not consider the competitive landscape or internal equity. Focusing only on industry standards might overlook the organization's unique environment and the needs of its workforce, potentially leading to dissatisfaction or turnover. Thus, a comprehensive view that incorporates various elements of the work environment and employee perspectives is essential for developing an effective salary structure.

## 7. How can Infor HR assist organizations in managing organizational change?

- A. By providing tools and frameworks for communicating change effectively**
- B. By keeping change plans confidential**
- C. By avoiding employee involvement in change processes**
- D. By hiring external consultants for every change**

The chosen answer highlights the importance of effective communication in managing organizational change, which is crucial for successful implementation. Infor HR provides tools and frameworks that facilitate clear and efficient communication about changes within the organization. This includes structured methods to share information with employees, outline the rationale behind changes, and explain how these changes will impact daily operations. Effective communication helps to reduce uncertainty among employees, fosters transparency, and encourages buy-in, making it easier to navigate transitions. When employees are kept informed and understand why changes are happening and how they are expected to evolve, they are more likely to embrace the changes positively and adjust their behaviors accordingly. In contrast, approaches that involve keeping change plans confidential, avoiding employee involvement, or relying solely on external consultants do not foster an inclusive culture necessary for managing change effectively. These methods can lead to misunderstandings, resistance, and a lack of engagement from employees, ultimately undermining the change initiative.

## 8. What does Infor HR leverage to foster a culture of continuous learning?

- A. Static training manuals**
- B. Dynamic training and development tools**
- C. Social media platforms for feedback**
- D. Regular performance appraisals**

Infor HR fosters a culture of continuous learning by utilizing dynamic training and development tools. These tools are designed to be adaptive and responsive to the evolving needs of employees and the organization as a whole. They provide a flexible learning environment where employees can engage in various forms of training, such as e-learning modules, interactive workshops, and real-time feedback mechanisms that allow for immediate application of new knowledge. Dynamic training tools are essential for engaging the workforce, as they can incorporate the latest industry trends, technologies, and methodologies. This approach not only helps employees stay current in their roles but also encourages a mindset of lifelong learning. Continuous learning is crucial in today's rapidly changing business landscape, where skills can quickly become obsolete. By leveraging such dynamic tools, Infor HR creates an environment where employees feel empowered to grow and develop their skills continuously, ultimately benefiting both the individuals and the organization.

## 9. What does the term 'enterprise groups' refer to in Infor Global HR?

- A. A collective of organizational resources
- B. A configuration to manage employee groups**
- C. A system for job assignments
- D. A framework for training schedules

The term 'enterprise groups' in Infor Global HR specifically refers to a configuration designed to manage employee groups effectively. This concept is integral to how organizations structure their workforce and handle various administrative functions related to employees. By utilizing enterprise groups, HR professionals can delineate specific sets of employees based on different criteria such as job roles, departments, or project teams, thereby streamlining processes like payroll, benefits administration, and performance management. This configuration allows organizations to apply policies consistently across similar employee groups and facilitates targeted communication and reporting. Additionally, it enables HR to create tailored strategies that align with the needs of specific employee populations within the organization. Other options, while related to human resources, do not encapsulate the full essence of 'enterprise groups.' For instance, while managing job assignments and training schedules are crucial HR functions, they do not define the concept of enterprise groups, which is more focused on the organization and management of employee collection rather than individual management or administrative tasks.

## 10. How does Infor Global HR facilitate workforce planning?

- A. By providing data for financial forecasts
- B. By offering analytics and reporting tools to assess workforce needs and make informed decisions**
- C. By generating job postings
- D. By evaluating employee satisfaction

Infor Global HR plays a crucial role in workforce planning primarily through its provision of analytics and reporting tools that allow organizations to effectively assess their workforce needs. These tools enable HR professionals and organizational leaders to analyze workforce data, such as employee performance, skill sets, turnover rates, and staffing levels. By utilizing the analytics features, companies can identify trends and patterns in their human resources, which directly inform the decisions related to hiring, training, and development. The ability to make informed decisions based on data helps organizations align their workforce capabilities with strategic business goals, ensuring they have the right talent in place when needed. This approach to workforce planning emphasizes the strategic integration of human resources with overall business strategy, leading to better management of human capital and more efficient resource allocation. Consequently, the sophisticated analytics and reporting tools provided by Infor Global HR empower organizations to optimize their workforce planning processes and enhance their operational effectiveness.

# 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](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://inforglobalhrcert.examzify.com>**

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

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