

INFOR GLOBAL HUMAN RESOURCES (HR) CERTIFICATION PRACTICE EXAM (SAMPLE) STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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THE FULL VERSION STUDY GUIDE

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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 component is an essential part of the overall salary management process?**
 - A. Implementation of strict pay scales
 - B. Clear communication of salary policies
 - C. Standardized performance evaluations
 - D. Reduction of employee benefits
- 2. In Infor Global HR, what does the term 'skill' refer to?**
 - A. A personal characteristic
 - B. A learned ability that can be measured objectively
 - C. An assigned job responsibility
 - D. A job title
- 3. What is the primary focus of Infor HR's employee relations features?**
 - A. To manage employee grievances and enhance workplace communication
 - B. To organize team-building events and activities
 - C. To automate payroll calculations
 - D. To facilitate employee training sessions
- 4. What determines how a transaction amount is converted from one currency to another?**
 - A. Currency Rate Table
 - B. Currency Relationship
 - C. Currency Exchange Rate
 - D. Currency Precision
- 5. What is the objective of the Regulatory Compliance module in Infor HR?**
 - A. To ensure adherence to federal, state, and local employment laws
 - B. To only track industry standards for HR practices
 - C. To oversee auditing processes for company finances
 - D. To guide employee development programs

6. What is the role of job family structure in Infor Global HR?

- A. To eliminate training opportunities
- B. To establish career paths and related training for various job roles
- C. To focus solely on performance reviews
- D. It is unrelated to employee development

7. What role do digital surveys play in employee feedback collection?

- A. They provide a way to conduct performance reviews
- B. They enhance the collection of anonymous employee input
- C. They limit communication to management
- D. They are used solely for satisfaction ratings

8. How can managers assess team morale using Infor HR?

- A. By reviewing employee attendance records
- B. By utilizing employee engagement surveys and feedback tools
- C. By conducting performance reviews regularly
- D. By meeting with employees one-on-one every month

9. Which option is NOT a component of building an effective salary structure?

- A. Defining job roles
- B. Setting pay ranges
- C. Creating performance metrics
- D. Establishing salary zones

10. How is data visualization utilized in Infor HR?

- A. To track employee performance metrics
- B. To present complex data in an understandable and actionable format
- C. To forecast financial budgets
- D. To analyze historical employee data

Answers

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

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Explanations

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1. Which component is an essential part of the overall salary management process?

- A. Implementation of strict pay scales
- B. Clear communication of salary policies**
- C. Standardized performance evaluations
- D. Reduction of employee benefits

The essential part of the overall salary management process is the clear communication of salary policies. This is because transparent communication ensures that employees understand how their salaries are determined, what factors influence pay decisions, and how they can move along the pay scale or evaluate their performance relative to pay increases. When salary policies are clearly communicated, it fosters trust and consistency within the organization, helping to align employee expectations with management practices. Employees who are aware of the policies related to salary increases, bonuses, and promotions are more likely to feel valued and informed. This communication is crucial for maintaining morale and managing any perceptions of inequity or bias in pay decisions. It also supports organizational compliance with legal and regulatory standards by ensuring that employees are aware of their rights related to compensation. In contrast, while the implementation of strict pay scales, standardized performance evaluations, and reductions of employee benefits may be relevant components of a salary management process, they do not hold the same essential role as clear communication. These elements may support or affect how salary management is perceived and executed, but without clear communication, the effectiveness and acceptance of these policies may be diminished.

2. In Infor Global HR, what does the term 'skill' refer to?

- A. A personal characteristic
- B. A learned ability that can be measured objectively**
- C. An assigned job responsibility
- D. A job title

The term 'skill' in Infor Global HR refers to a learned ability that can be measured objectively. This definition emphasizes that skills are not inherent traits but rather competencies that an individual can develop through training, education, and practice. Skills are often categorized and assessed using specific criteria, allowing organizations to evaluate employee capabilities effectively. This understanding is crucial for workforce planning, recruitment, and performance assessment, as it allows HR professionals to match individuals with the right roles based on their measurable abilities. Identifying and assessing skills provides valuable insights into workforce development needs and training opportunities, ensuring that employees can fulfill their potential within the organization.

3. What is the primary focus of Infor HR's employee relations features?

- A. To manage employee grievances and enhance workplace communication
- B. To organize team-building events and activities
- C. To automate payroll calculations
- D. To facilitate employee training sessions

The primary focus of Infor HR's employee relations features is to manage employee grievances and enhance workplace communication. This aspect is crucial within human resources because effective employee relations ensure a positive work environment, which contributes to employee engagement and retention. The management of grievances allows employees to voice their concerns in a structured manner, which can help resolve conflicts and improve overall morale. Enhanced workplace communication fosters transparency and collaboration, empowering employees to share feedback and express their needs, thus creating a more harmonious workplace culture. While organizing team-building events can contribute to employee relations, it is not the central feature of the Infor HR system focused on grievance management and communication. Automating payroll calculations and facilitating employee training sessions serve different functional goals within the HR management system and do not directly address the core focus of employee relations as effectively as managing grievances and communication improvements.

4. What determines how a transaction amount is converted from one currency to another?

- A. Currency Rate Table
- B. Currency Relationship
- C. Currency Exchange Rate
- D. Currency Precision

The correct answer relates to the concept of a currency relationship, which encompasses how distinct currencies interact with each other, including the foundational principles that govern the conversion process from one currency to another. This relationship is influenced by various economic factors, supply and demand perceptions, and existing market conditions. Understanding currency relationships is essential in international finance and trading, as it helps users gauge how one currency can be exchanged for another based on current values in the foreign exchange market. It typically encapsulates the mechanisms through which different currencies are evaluated relative to one another. While the other options represent important components of a broader currency conversion framework, they do not exclusively dictate the conversion process. The currency rate table, for example, provides a structured view of various exchange rates at a given time, and the currency exchange rate reflects the current value of one currency compared to another. Currency precision, on the other hand, pertains to the accuracy applicable when defining the number of decimal places in monetary transactions but does not impact the underlying conversion principles. Therefore, the currency relationship concept is more integral to understanding how transaction amounts are derived through conversion.

5. What is the objective of the Regulatory Compliance module in Infor HR?

A. To ensure adherence to federal, state, and local employment laws

B. To only track industry standards for HR practices

C. To oversee auditing processes for company finances

D. To guide employee development programs

The objective of the Regulatory Compliance module in Infor HR is to ensure adherence to federal, state, and local employment laws. This module plays a critical role in safeguarding organizations against potential legal risks and ensuring that they operate within the boundaries of applicable regulations. By tracking compliance with these laws, employers can mitigate risks related to hiring practices, employee treatment, workplace safety, and more. This module typically includes features for monitoring changes in legislation, automating compliance reporting, and providing necessary documentation to demonstrate adherence to legal standards. This proactive approach helps organizations effectively manage their HR practices in alignment with legal requirements, preventing costly violations and fostering a culture of compliance. The incorrect options highlight other aspects of human resources management but do not capture the comprehensive legal focus of the Regulatory Compliance module. Tracking industry standards, overseeing auditing processes for finances, and guiding employee development programs are important HR functions but do not directly address the core purpose of ensuring compliance with laws, which is the primary objective of this module.

6. What is the role of job family structure in Infor Global HR?

A. To eliminate training opportunities

B. To establish career paths and related training for various job roles

C. To focus solely on performance reviews

D. It is unrelated to employee development

The role of job family structure in Infor Global HR is crucial for establishing career paths and defining related training opportunities for various job roles. Job families group positions that share similar duties, skills, and responsibilities, allowing organizations to create clear pathways for employee development. This structure provides a framework for understanding the growth and progression possibilities within an organization. Employees can easily identify roles they aspire to and the skills they need to develop to advance in their careers. By aligning training programs with job family requirements, organizations can ensure that employees are better equipped to meet the demands of their current and future roles, fostering a culture of continuous development and career advancement. This emphasis on career development is a significant factor in employee satisfaction and retention, as it shows employees that the organization is invested in their growth. Thus, the role of job family structure in Infor Global HR is not just organizational; it plays a vital part in enhancing employee capabilities and aligning them with the strategic goals of the organization.

7. What role do digital surveys play in employee feedback collection?

- A. They provide a way to conduct performance reviews
- B. They enhance the collection of anonymous employee input**
- C. They limit communication to management
- D. They are used solely for satisfaction ratings

Digital surveys are crucial in enhancing the collection of anonymous employee input, which fosters a culture of open communication and trust within an organization. When employees can provide feedback anonymously, they are often more honest and forthcoming about their experiences, concerns, and suggestions. This anonymity reduces the fear of reprisal and encourages more candid responses, leading to richer, more insightful data for management. This process not only aids in understanding employee sentiment but also helps organizations identify areas for improvement. The feedback gathered can inform decisions regarding workplace culture, policies, and other factors that contribute to employee satisfaction and engagement. In contrast, the other options do not fully capture the primary function of digital surveys in this context. While surveys might be utilized in performance reviews, they are not primarily designed for that purpose. Limiting communication to management undermines the purpose of feedback collection, which is to facilitate dialogue and understanding across all levels of an organization. Lastly, while digital surveys can be used to gather satisfaction ratings, their scope extends far beyond just measuring satisfaction; they can address a wide range of topics, making them versatile tools for gathering employee feedback.

8. How can managers assess team morale using Infor HR?

- A. By reviewing employee attendance records
- B. By utilizing employee engagement surveys and feedback tools**
- C. By conducting performance reviews regularly
- D. By meeting with employees one-on-one every month

Utilizing employee engagement surveys and feedback tools is an effective way for managers to assess team morale because these tools are specifically designed to measure the feelings, satisfaction, and overall engagement levels of employees within the organization. Surveys can provide a broad overview of employee sentiments about their work environment, including factors such as job satisfaction, leadership effectiveness, and communication within the team. The data collected can highlight areas of strength and areas needing improvement, enabling managers to make informed decisions that enhance team dynamics and morale. In addition to offering quantitative metrics, engagement surveys often include open-ended questions that allow employees to express their thoughts and ideas, providing managers with valuable qualitative insights. By regularly implementing these surveys, managers can track changes over time, thereby gaining a deeper understanding of their team's morale and how it evolves with changes in the organizational environment or policies. This proactive approach to assessment helps create a more positive workplace culture and fosters better relationship management within teams.

9. Which option is NOT a component of building an effective salary structure?

- A. Defining job roles
- B. Setting pay ranges
- C. Creating performance metrics**
- D. Establishing salary zones

Creating performance metrics is not a direct component of building an effective salary structure. An effective salary structure is primarily concerned with how jobs are valued and compensated within an organization. This involves several key components: Defining job roles is crucial as it clarifies the responsibilities and requirements for each position, ensuring that jobs can be accurately evaluated and compared. Setting pay ranges establishes the minimum and maximum salary levels for each job role based on their defined value in the market. Establishing salary zones helps to segment different roles and pay levels, aligning compensation systematically based on job hierarchy or market benchmarks. While performance metrics are important in the broader context of managing employee performance and ensuring fair compensation based on performance, they do not directly relate to the foundational structure of how salaries are set or organized within an organization. Instead, performance metrics could be seen as a separate process that informs decisions about individual raises, bonuses, or incentives, but they do not form a part of the fundamental salary structure itself.

10. How is data visualization utilized in Infor HR?

- A. To track employee performance metrics
- B. To present complex data in an understandable and actionable format**
- C. To forecast financial budgets
- D. To analyze historical employee data

Data visualization in Infor HR plays a crucial role in transforming complex data into formats that are easier for users to understand and act upon. By leveraging charts, graphs, and other visual aids, HR professionals can showcase trends, patterns, and key metrics in a way that simplifies decision-making processes. For instance, visualized employee performance data helps managers quickly identify top performers or areas needing improvement without wading through dense spreadsheets or reports. This capability is particularly valuable as HR departments often deal with large volumes of data encompassing employee demographics, engagement levels, performance scores, and more. Presenting this information visually allows for immediate insights, facilitating data-driven strategies and interventions. Tracking employee performance metrics, forecasting financial budgets, and analyzing historical employee data are indeed important aspects of HR operations. However, these activities may not directly focus on the visualization aspect, as they can be conducted through traditional reporting methods without the use of visual tools. The core emphasis on making information understandable and actionable highlights why the function of data visualization is so vital within the Infor HR context.

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://inforglobalhrcert.examzify.com>

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

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