

NAPS CERTIFIED TEMPORARY STAFFING SPECIALIST PRACTICE EXAM (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. If a client refuses to allow the staffing company to refer a temp based on the temp's race, can the client still be liable?**
 - A. Yes, the client can be liable
 - B. No, the client has no liability
 - C. Only if documented
 - D. Only if the temp reports it

- 2. Under the Americans with Disabilities Act, when is a person considered "disabled"?**
 - A. When they are unable to perform any job
 - B. When they are unable to perform their specific job only
 - C. When they cannot perform a broad class of jobs
 - D. When they have a permanent impairment affecting daily life

- 3. Can an employer actively oppose a union organizing drive?**
 - A. No, they cannot oppose it under any circumstances
 - B. Yes, as long as they do not threaten or intimidate workers
 - C. Yes, but they must remain neutral
 - D. No, they can only support unionization

- 4. Does the Immigration Reform and Control Act apply to all employers regardless of size?**
 - A. Yes, it applies to all employers
 - B. No, it applies only to employers with four or more employees
 - C. Only to federal employers
 - D. It depends on the industry

- 5. What is the importance of cross-training temporary employees?**
 - A. It allows for roles and responsibilities to be flexible, adapting to client needs seamlessly.
 - B. It increases training costs significantly for staffing agencies.
 - C. It limits the skill set of the employees involved.
 - D. It removes the need for agency oversight.

- 6. What is one key characteristic of temporary staffing services?**
- A. Providing permanent employment solutions
 - B. Offering long-term contracts
 - C. Delivering short-term employment solutions for clients
 - D. Focusing exclusively on full-time workers
- 7. To protect against discrimination based on religion, must one belong to a religious organization?**
- A. Yes, it is required
 - B. No, ethical beliefs are also protected
 - C. Yes, but only for organized religions
 - D. No, only if they have a public declaration
- 8. Are workers paid on a salary basis always exempt from the Fair Labor Standards Act?**
- A. Yes, they are always exempt
 - B. No, they must meet specific criteria
 - C. Only if they work full-time
 - D. It depends on their job title
- 9. According to the EEO-1 report, which type of data collection is currently suspended?**
- A. Aggregate W-2 pay data
 - B. Employee training data
 - C. Workplace safety data
 - D. Employee satisfaction data
- 10. Who is generally responsible for the conditions at a client's worksite when using a staffing firm?**
- A. The staffing firm is always responsible
 - B. The client is responsible if they control the worksite
 - C. Both parties share equal responsibility
 - D. Neither party is responsible for safety conditions

Answers

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

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Explanations

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1. If a client refuses to allow the staffing company to refer a temp based on the temp's race, can the client still be liable?

A. Yes, the client can be liable

B. No, the client has no liability

C. Only if documented

D. Only if the temp reports it

The client can be held liable in this scenario because denying a temporary worker's referral based on their race constitutes a discriminatory practice that violates various equal employment opportunity laws. Title VII of the Civil Rights Act, among others, prohibits discrimination in employment based on race, color, religion, sex, or national origin. When a client makes a decision based on race, they not only affect the individual temp but also expose themselves to potential legal action for discrimination. Liability can arise even if the staffing company is aware of the discriminatory request. The staffing agency has an obligation to ensure that its practices align with anti-discrimination laws, and the client's refusal to allow a referral based on race may ultimately lead to legal ramifications if challenged. Other options fail to recognize the direct implications of unlawful discrimination practices and the breadth of client liability under employment law. The understanding is that any request or action taken that suggests discrimination can result in accountability for the client.

2. Under the Americans with Disabilities Act, when is a person considered "disabled"?

A. When they are unable to perform any job

B. When they are unable to perform their specific job only

C. When they cannot perform a broad class of jobs

D. When they have a permanent impairment affecting daily life

Under the Americans with Disabilities Act (ADA), a person is considered "disabled" when they have a physical or mental impairment that substantially limits one or more major life activities, restricts their ability to perform a broad class of jobs, or has a record of such an impairment. This definition emphasizes that the emphasis is not solely on their ability to perform a specific job but considers the wider implications of their impairment on their capacity to engage in various work activities across multiple job types. This broader perspective is crucial as it ensures that individuals who may still have the potential to work in some capacity are protected, promoting inclusivity and accessibility in the workplace. This interpretation aligns with the purpose of the ADA, which aims to prevent discrimination based on disability and to provide equal opportunities for individuals to contribute effectively to the workforce.

3. Can an employer actively oppose a union organizing drive?

- A. No, they cannot oppose it under any circumstances
- B. Yes, as long as they do not threaten or intimidate workers**
- C. Yes, but they must remain neutral
- D. No, they can only support unionization

The correct choice indicates that while employers are allowed to oppose a union organizing drive, they must do so in a manner that does not involve threats or intimidation against their workers. This is grounded in labor law, which grants employees the right to organize and engage in collective bargaining, yet also allows employers to express their views on unionization. An employer can provide their perspective on the potential impacts of union representation, including discussing concerns about the union's actions or policies, the ramifications on business operations, or alternative advantages to direct communication with employees. However, these actions must not descend into coercive tactics like intimidation, harassment, or threats, as such behaviors are prohibited under labor laws designed to uphold workers' rights to make independent decisions regarding unionization. This balance between an employer's rights and the protections afforded to employees helps foster a fair environment for all parties involved in the unionization process.

4. Does the Immigration Reform and Control Act apply to all employers regardless of size?

- A. Yes, it applies to all employers
- B. No, it applies only to employers with four or more employees**
- C. Only to federal employers
- D. It depends on the industry

The Immigration Reform and Control Act (IRCA) indeed specifies guidelines that apply specifically to employers based on their size. Under IRCA, the requirement to verify the employment eligibility of employees applies only to businesses that have four or more employees. This means that smaller employers, those with fewer than four employees, are not obligated to comply with the same stringent hiring requirements regarding verification of work eligibility. This distinction plays a crucial role in understanding the scope of the law and its application to various businesses, ensuring that smaller entities aren't burdened with compliance measures that are mandatory for larger ones. Thus, acknowledging this threshold reveals a clear delineation within the law, which is important for employers to understand in order to maintain compliance.

5. What is the importance of cross-training temporary employees?

- A. It allows for roles and responsibilities to be flexible, adapting to client needs seamlessly.**
- B. It increases training costs significantly for staffing agencies.
- C. It limits the skill set of the employees involved.
- D. It removes the need for agency oversight.

Cross-training temporary employees is vital because it enhances flexibility in the workforce, enabling staffing agencies to adapt swiftly to varying client needs. When temporary workers are trained in multiple roles, they can switch between tasks as required, allowing for a more agile response to fluctuating workloads and project demands. This adaptability ensures that clients receive continuous support and service quality, even when specific team members are unavailable. Additionally, cross-training promotes a more cohesive work environment, as employees understand different aspects of the operations, which can lead to better communication and collaboration among team members. In a dynamic staffing context where unpredictability is common, having a versatile workforce helps maintain productivity and client satisfaction.

6. What is one key characteristic of temporary staffing services?

- A. Providing permanent employment solutions
- B. Offering long-term contracts
- C. Delivering short-term employment solutions for clients**
- D. Focusing exclusively on full-time workers

Temporary staffing services are primarily designed to deliver short-term employment solutions for clients. This characteristic defines the nature of the services offered, as these agencies specialize in filling positions that require immediate staffing for a limited duration. Clients often engage temporary staffing services to address fluctuations in labor needs, such as seasonal demand, project-based work, or employee absences. The flexibility to quickly provide qualified personnel for short periods is essential for businesses managing variable workloads or special projects. In contrast, options that mention permanent employment solutions, long-term contracts, or a sole focus on full-time workers do not align with the core purpose of temporary staffing services, which center around meeting immediate, short-term staffing needs while allowing employers to maintain operational efficiency.

7. To protect against discrimination based on religion, must one belong to a religious organization?

- A. Yes, it is required
- B. No, ethical beliefs are also protected**
- C. Yes, but only for organized religions
- D. No, only if they have a public declaration

The correct response is grounded in the understanding that protection against discrimination based on religion extends beyond formal affiliation with a religious organization. In many jurisdictions, laws and regulations that safeguard individuals from religious discrimination encompass a broad range of beliefs, including ethical or philosophical beliefs that do not necessarily align with traditional organized religions. This means that an individual can assert protection under anti-discrimination laws based solely on their personal beliefs, even if those beliefs do not correspond with any established religious institution. Such protections are crucial for fostering a truly inclusive environment where people are free to express their beliefs without fear of prejudice. In contrast, the other options suggest conditions that limit protection to those who belong to organized religions or impose restrictions that do not align with the broader interpretations of discrimination laws. These options do not accurately represent the inclusive nature of protections against discrimination based on religion. Such a nuanced understanding is vital for navigating workplace dynamics and ensuring compliance with equal opportunity standards.

8. Are workers paid on a salary basis always exempt from the Fair Labor Standards Act?

- A. Yes, they are always exempt
- B. No, they must meet specific criteria**
- C. Only if they work full-time
- D. It depends on their job title

Workers paid on a salary basis are not automatically exempt from the Fair Labor Standards Act (FLSA); they must meet specific criteria set forth by the law. The FLSA outlines various exemptions from minimum wage and overtime requirements, and simply being salaried is not sufficient to qualify for those exemptions. To be exempt, employees typically need to perform specific types of duties often related to executive, administrative, or professional roles. They must also meet a minimum salary threshold defined by the FLSA, which is adjusted periodically. Therefore, it's crucial to consider both the pay structure and the nature of the work performed when determining if a worker is exempt from the FLSA provisions.

9. According to the EEO-1 report, which type of data collection is currently suspended?

- A. Aggregate W-2 pay data**
- B. Employee training data
- C. Workplace safety data
- D. Employee satisfaction data

The EEO-1 report is a compliance survey that requires employers to submit demographic information about their employees, specifically regarding race, ethnicity, sex, and job categories. As of the latest updates, the collection of aggregate W-2 pay data has been suspended. This means that while employers are still required to report demographic information, the specific requirement to aggregate and report pay data based on the W-2 form is not currently enforced. This suspension reflects ongoing discussions about the complexities and implications of pay data collection, especially concerning privacy and accurate representation. In contrast, the other types of data mentioned, such as employee training data, workplace safety data, and employee satisfaction data, are not part of the EEO-1 report requirements and do not carry the same operational reporting obligations under the Equal Employment Opportunity Commission (EEOC). Thus, these data types remain outside the scope of what is currently being collected or suspended in relation to the EEO-1 report.

10. Who is generally responsible for the conditions at a client's worksite when using a staffing firm?

- A. The staffing firm is always responsible
- B. The client is responsible if they control the worksite**
- C. Both parties share equal responsibility
- D. Neither party is responsible for safety conditions

The correct answer highlights the critical aspect of liability regarding worksite conditions in the context of staffing arrangements. When a staffing firm provides workers to a client, the client typically retains control over the worksite, which includes the duty to ensure that it is safe and meets regulatory requirements. In situations where the client exercises control over the conditions, they are generally responsible for the safety and health standards at the worksite. This includes ensuring that workers have a safe environment and appropriate safety measures are in place. Staffing firms, while they do have responsibilities concerning their employees (such as wage payments, benefits, and workers' compensation), do not usually control the conditions under which those employees work unless specified otherwise in their agreement with the client. Understanding this dynamic is essential for both staffing firms and clients, as it clarifies where liabilities lie and helps in developing policies and practices that enhance worker safety and mitigate legal risks.

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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://napstempstaffing.examzify.com>

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

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