

# PGA Human Resources 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

- 1. What is the targeted outcome of a resume evaluation process?**
  - A. To eliminate all candidates**
  - B. To create an ideal candidate profile**
  - C. To ensure all applicants receive equal consideration**
  - D. To identify the most qualified candidates**
- 2. What are key performance indicators (KPIs) in HR?**
  - A. Tools for employee discipline**
  - B. Metrics to evaluate HR initiatives**
  - C. Guidelines for hiring procedures**
  - D. Standards for employee conduct**
- 3. What type of wages can provide a better return on training dollars?**
  - A. Minimum wages**
  - B. Incentive wages**
  - C. Premium wages**
  - D. Commission-based wages**
- 4. How can HR departments address issues before they escalate?**
  - A. By relying on reactive management tactics**
  - B. By implementing proactive management practices**
  - C. By reducing training efforts**
  - D. By making decisions without employee input**
- 5. What constitutes "workplace bullying"?**
  - A. Healthy competition among employees**
  - B. A one-time argument between colleagues**
  - C. Repeated, health-harming mistreatment of one or more individuals by one or more perpetrators in a work environment**
  - D. Constructive criticism offered by management**

- 6. What is a salary structure?**
- A. A framework that defines pay ranges for different positions**
  - B. The base salary of top executives**
  - C. A list of employee salaries**
  - D. The pricing strategy of a company**
- 7. What is a common problem that leaders may face within their teams?**
- A. Failure to communicate**
  - B. Lack of available resources**
  - C. Over-delegation of tasks**
  - D. Excessive meetings**
- 8. What is one of the main goals when utilizing a supporting strategy?**
- A. To restrict employee input**
  - B. To provide assistance as desired**
  - C. To take complete control**
  - D. To create independence**
- 9. Which strategy is beneficial for improving tasks with resistant employees?**
- A. Convincing strategy**
  - B. Directing strategy**
  - C. Involving strategy**
  - D. Supporting strategy**
- 10. What is an important aspect of providing effective feedback?**
- A. Encouraging vague solutions**
  - B. Minimize lag time**
  - C. Only offering positive remarks**
  - D. Providing feedback periodically**



## **Answers**

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

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## **Explanations**

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**1. What is the targeted outcome of a resume evaluation process?**

- A. To eliminate all candidates**
- B. To create an ideal candidate profile**
- C. To ensure all applicants receive equal consideration**
- D. To identify the most qualified candidates**

The primary outcome of a resume evaluation process is to identify the most qualified candidates for a particular position. During this process, hiring professionals review resumes to assess candidates' qualifications, skills, experiences, and how well they align with the job requirements. This targeted assessment helps narrow down the pool of applicants to those who meet or exceed the specific criteria set for the role, ensuring that the selection process focuses on individuals most likely to succeed in that position. Identifying the most qualified candidates is crucial for effective hiring, as it not only streamlines the selection process but also increases the likelihood of hiring individuals who can contribute to the organization's success. This method prioritizes efficiency and effectiveness in recruitment, supporting the overarching goal of finding the right fit for the role and the organization as a whole.

**2. What are key performance indicators (KPIs) in HR?**

- A. Tools for employee discipline**
- B. Metrics to evaluate HR initiatives**
- C. Guidelines for hiring procedures**
- D. Standards for employee conduct**

Key performance indicators (KPIs) in HR are essential metrics used to assess the effectiveness and efficiency of HR initiatives and functions. These indicators help HR professionals gauge performance in various areas, such as recruitment, retention, employee engagement, and training effectiveness. By using KPIs, organizations can identify strengths and weaknesses within their HR processes, allowing for data-driven decisions and continuous improvement. For example, metrics such as turnover rates, time-to-hire, and employee satisfaction scores provide insights that can inform strategies for enhancing workforce performance and aligning human resources with the organization's overall goals. This focus on evaluation through specific, measurable indicators underlines the importance of KPIs in optimizing HR practices and achieving desired outcomes.

### **3. What type of wages can provide a better return on training dollars?**

- A. Minimum wages**
- B. Incentive wages**
- C. Premium wages**
- D. Commission-based wages**

When considering the type of wages that can provide a better return on training dollars, premium wages stand out as a compelling option. Premium wages refer to higher-than-average pay for specific roles or skill sets, which can attract more qualified candidates and retain existing employees who feel valued for their contributions. Investing in premium wages can lead to enhanced employee motivation and productivity, as individuals may be more inclined to put forth greater effort and commitment when they feel adequately compensated for their skills and labor. This heightened engagement often results in a more efficient use of training resources, as these motivated employees are likely to absorb the training more effectively and apply their learning in practice. Additionally, premium wages can reduce turnover rates, which can be particularly costly for organizations in terms of recruitment and training new staff. By ensuring that employees are compensated at a premium level, organizations can not only enhance performance through better training return on investment but also cultivate a stable workforce that is less likely to exit the company soon after receiving training. In contrast, minimum wages tend to attract candidates who might not be as invested in the job, while incentive wages and commission-based wages can create a focus on short-term performance rather than the long-term benefits of the training, which may not always result in the best return.

### **4. How can HR departments address issues before they escalate?**

- A. By relying on reactive management tactics**
- B. By implementing proactive management practices**
- C. By reducing training efforts**
- D. By making decisions without employee input**

HR departments can effectively address issues before they escalate by implementing proactive management practices. Proactive management involves anticipating potential problems and taking steps to prevent them from occurring in the first place. This can include establishing clear communication channels, fostering a positive work environment, conducting regular employee feedback sessions, and providing training and resources that empower employees to voice concerns early. By focusing on proactive strategies, HR can create a culture where issues are identified and dealt with promptly, thereby reducing the risk of conflicts or dissatisfaction that could lead to larger organizational problems. This approach not only helps in managing immediate concerns but also contributes to long-term employee engagement and retention, as individuals feel supported and valued within the workplace. In contrast, relying on reactive management tactics—responding to issues only after they have become significant problems—can lead to a toxic work environment and decreased employee morale. Reducing training efforts can diminish employees' skills and awareness, leading to a lack of preparedness for potential challenges. Making decisions without employee input can further alienate staff and contribute to unresolved issues, as it does not involve insights that could help in preemptively managing challenges.

## 5. What constitutes "workplace bullying"?

- A. Healthy competition among employees
- B. A one-time argument between colleagues
- C. Repeated, health-harming mistreatment of one or more individuals by one or more perpetrators in a work environment**
- D. Constructive criticism offered by management

"Workplace bullying" is defined as repeated, health-harming mistreatment of one or more individuals by one or more perpetrators in a work environment. This definition emphasizes the pattern of behavior that is harmful rather than isolated incidents. It typically involves actions such as verbal abuse, intimidation, ridicule, or undermining a person's work performance, which can create a toxic work culture and negatively impact employee well-being. In contrast, healthy competition among employees fosters a positive and motivating atmosphere, encouraging productivity and collaboration without malicious intent. A one-time argument between colleagues does not meet the criteria for workplace bullying, as it lacks the repetition and ongoing nature required to classify as bullying. Additionally, constructive criticism offered by management is aimed at improving performance and should be delivered in a supportive manner, differentiating it from bullying behavior that is destructive and demeaning. Hence, the correct identification of workplace bullying focuses on the repetitive and harmful aspects that create a hostile work environment.

## 6. What is a salary structure?

- A. A framework that defines pay ranges for different positions**
- B. The base salary of top executives
- C. A list of employee salaries
- D. The pricing strategy of a company

A salary structure is best understood as a framework that defines pay ranges for different positions within an organization. This structure establishes a systematic approach to compensation, ensuring clarity and consistency in how salaries are determined for various roles. It typically includes information about the minimum and maximum pay for each position, as well as the levels or grades in the hierarchy of the organization. Having a well-defined salary structure helps organizations maintain fairness and equity in compensation, align pay with market rates, and support internal pay equity. It also aids in budgeting for salaries and allows for transparent communication regarding pay levels to employees, which can enhance employee satisfaction and retention. In contrast, the other options do not encapsulate the concept of salary structure. For instance, simply listing employee salaries does not provide context on pay ranges or how those salaries were determined. The base salary of top executives is too narrow a viewpoint and does not reflect the overall salary framework for the entire organization. Additionally, the pricing strategy of a company is more related to sales and marketing rather than the internal structure of employee compensation.

**7. What is a common problem that leaders may face within their teams?**

**A. Failure to communicate**

**B. Lack of available resources**

**C. Over-delegation of tasks**

**D. Excessive meetings**

Failure to communicate is a common problem that leaders may face within their teams because effective communication is essential for team cohesion, clarity in roles, and overall productivity. When communication breaks down, it can lead to misunderstandings, reduced morale, and conflicts among team members. Leaders must ensure that information flows efficiently between them and their team, as well as among team members themselves. This involves regularly sharing updates, providing clear instructions, actively listening to concerns, and fostering an open environment where team members feel comfortable expressing their thoughts and ideas. Addressing communication issues is vital to maintaining a connected and engaged team, ultimately contributing to better performance and achieving organizational goals.

**8. What is one of the main goals when utilizing a supporting strategy?**

**A. To restrict employee input**

**B. To provide assistance as desired**

**C. To take complete control**

**D. To create independence**

One of the main goals when utilizing a supporting strategy is to provide assistance as desired. This approach emphasizes helping employees and teams by offering resources, guidance, and encouragement that empower them to excel in their roles. Supporting strategies foster a collaborative environment where employees feel valued and motivated to contribute their ideas and efforts, ultimately enhancing the overall performance of the organization. The essence of a supporting strategy is to facilitate success rather than dictate actions or limit employee engagement. By focusing on assistance, organizations can cultivate a positive atmosphere that encourages innovation, teamwork, and professional growth, which are essential for achieving long-term goals. This contrasts with directives that might seek to restrict input, take control, or create dependence, which could stifle creativity and hinder employee development.

**9. Which strategy is beneficial for improving tasks with resistant employees?**

- A. Convincing strategy**
- B. Directing strategy**
- C. Involving strategy**
- D. Supporting strategy**

The convincing strategy is beneficial for improving tasks with resistant employees because it emphasizes the importance of persuading and securing buy-in from those employees. When facing resistance, simply providing directives or support may not address the underlying concerns or motivations of the employees. A convincing strategy involves thorough communication of the reasoning behind the changes or tasks at hand, as well as showcasing the benefits and addressing any fears or hesitations the employees might have. By building a case and demonstrating understanding of their perspective, employees are more likely to feel valued and engaged, thus reducing resistance and increasing their willingness to adopt the necessary changes. This approach fosters a more collaborative environment where employees are not just following orders, but are actively participating in the improvement process, which can lead to greater overall success in task completion and job satisfaction.

**10. What is an important aspect of providing effective feedback?**

- A. Encouraging vague solutions**
- B. Minimize lag time**
- C. Only offering positive remarks**
- D. Providing feedback periodically**

Minimizing lag time is crucial in providing effective feedback because it ensures that the individual receiving the feedback can connect their actions or performance with the comments being made. Timely feedback allows for immediate reflection and can lead to quicker adjustments in behavior or performance. When feedback is delivered promptly, it is more relevant and actionable, enhancing the learning experience and enabling individuals to make necessary improvements while the context is still fresh in their minds. Frequent feedback cycles help reinforce positive behaviors and correct issues before they escalate, which is essential for ongoing development and success. On the other hand, delaying feedback can lead to a disconnect between the action and the response, making it harder for individuals to understand the implications of their actions and diminishing the overall impact of the feedback.



## 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://pgahumanresources.examzify.com>**

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