

SPHR Workforce Planning and Talent Acquisition 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 strategy should be applied to employees in the top-right box of a 9-Box Grid?**
 - A. They should be terminated.**
 - B. They should be moved to a low-responsibility role.**
 - C. No action is required.**
 - D. They should be given immediate opportunities for high-level growth and development.**

- 2. How does technological advancement affect the availability of talent?**
 - A. It reduces demand for digital skills**
 - B. It creates demand for digital skills while making some traditional roles obsolete**
 - C. It has no effect on job roles**
 - D. It makes all jobs obsolete eventually**

- 3. Which statement best describes the role of Workforce Planning?**
 - A. Macro-level forecasting of future talent gaps**
 - B. Micro-level execution of hiring**
 - C. It focuses on payroll management**
 - D. It only considers external hires**

- 4. What is the strategic purpose of Succession Planning?**
 - A. To hire external leaders to fill critical roles.**
 - B. To proactively identify and develop internal high-potential employees to ensure leadership continuity and minimize turnover risk.**
 - C. To reduce investment in leadership development.**
 - D. To rotate all staff through every department.**

- 5. What is HR's primary strategic responsibility during a divestiture?**
 - A. Identifying which employees transfer to the buyer and ensuring the legal/smooth transition of those transferred employees.**
 - B. Negotiating price with the buyer.**
 - C. Rebranding the company in the new market.**
 - D. Altering the product portfolio.**

- 6. What is the HR 'Glocal' challenge when executing a Global Expansion strategy?**
- A. Enforcing a single corporate culture across all markets.**
 - B. Balancing the need to maintain consistent overarching company values while adapting to local customs and traditions.**
 - C. Centralizing all decision making at the corporate headquarters.**
 - D. Deleting all local regulatory requirements.**
- 7. Which technique measures the relationship between two data sets to optimize resource allocation?**
- A. Trend Projection.**
 - B. Replacement Chart.**
 - C. Ratio Analysis.**
 - D. Succession Planning.**
- 8. How does HR utilize Hiring Manager Satisfaction scores?**
- A. To evaluate the internal effectiveness of the HR department's recruitment services and ensure the candidates provided meet operational needs.**
 - B. To benchmark external brand awareness.**
 - C. To measure candidate satisfaction.**
 - D. To track training effectiveness.**
- 9. Why must interview questions stay strictly on job-related competencies?**
- A. To comply with anti-discrimination laws and avoid inquiries about protected classes that have no bearing on job performance.**
 - B. To ensure interviews are quick and efficient.**
 - C. To avoid asking about salary expectations.**
 - D. To enhance interviewer friendliness.**

10. How can HR mitigate the severe drop in employee morale caused by uncertainty during an M&A?

- A. By enforcing silence to avoid rumors.**
- B. By delaying all updates until after the deal closes.**
- C. By increasing workloads to demonstrate progress.**
- D. By executing a clear, transparent communication strategy that informs timeline, integration plans, and potential role impacts.**

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Answers

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

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Explanations

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1. What strategy should be applied to employees in the top-right box of a 9-Box Grid?

- A. They should be terminated.**
- B. They should be moved to a low-responsibility role.**
- C. No action is required.**
- D. They should be given immediate opportunities for high-level growth and development.**

In a 9-Box Grid, the top-right quadrant represents employees who consistently deliver strong results and show high potential for advanced roles. The best strategy for this group is to give them immediate opportunities for high-level growth and development. They respond well to stretch assignments, targeted development plans, mentorship, and early exposure to leadership challenges, which helps accelerate their readiness for larger responsibilities. Delaying development or placing them in less challenging roles would likely dampen motivation and waste their potential. Terminating them or leaving them with no action misses the chance to retain and maximize value from high-potential performers.

2. How does technological advancement affect the availability of talent?

- A. It reduces demand for digital skills**
- B. It creates demand for digital skills while making some traditional roles obsolete**
- C. It has no effect on job roles**
- D. It makes all jobs obsolete eventually**

Tech progress reshapes the talent market by driving up the need for digital skills while phasing out some legacy roles. As automation, AI, and digital platforms scale, organizations seek workers who can design, build, manage, and secure these systems, creating new demand for skills like programming, data analysis, cybersecurity, cloud, and automation. At the same time, routine or manual tasks can be automated, making certain traditional roles less relevant or obsolete. This shift also opens opportunities for new roles that didn't exist before, requiring upskilling and adaptability from the workforce. So the best answer reflects both the growth in digital-skill demand and the obsolescence of some older roles, rather than suggesting no effect, no impact on skills, or that every job will disappear.

3. Which statement best describes the role of Workforce Planning?

- A. Macro-level forecasting of future talent gaps**
- B. Micro-level execution of hiring**
- C. It focuses on payroll management**
- D. It only considers external hires**

Workforce planning is a strategic activity that looks across the entire organization to anticipate talent needs and gaps in the future, aligning people plans with business goals. The best description is macro-level forecasting of future talent gaps because it captures the forward-looking, big-picture nature of the discipline: predicting how many people with which skills will be needed in the coming years, and where shortfalls will occur. This involves analyzing business growth plans, retirements, turnover, and external market conditions to determine where to invest in development, succession, internal mobility, or targeted recruitment. It's not about executing hires today (that's more micro-level), not solely about managing payroll, and not limited to external hires—internal talent and mobility are core parts of closing future gaps.

4. What is the strategic purpose of Succession Planning?

- A. To hire external leaders to fill critical roles.**
- B. To proactively identify and develop internal high-potential employees to ensure leadership continuity and minimize turnover risk.**
- C. To reduce investment in leadership development.**
- D. To rotate all staff through every department.**

Succession planning is about ensuring leadership continuity by building a pipeline of internal leaders for key roles. It involves identifying high-potential employees, assessing when they're ready, and giving them targeted development experience—mentorship, stretch assignments, and formal programs—to prepare them for future vacancies. This proactive approach reduces the risk of leadership gaps, preserves institutional knowledge, and aligns talent development with the organization's long-term strategy. While external recruitment can play a role in certain situations, the strategic purpose of succession planning centers on cultivating internal talent to step into critical leadership positions, minimizing turnover risk and disruption.

5. What is HR's primary strategic responsibility during a divestiture?

- A. Identifying which employees transfer to the buyer and ensuring the legal/smooth transition of those transferred employees.**
- B. Negotiating price with the buyer.**
- C. Rebranding the company in the new market.**
- D. Altering the product portfolio.**

During a divestiture, the core focus for HR is how the workforce moves with the deal. The best choice centers on identifying which employees will transfer to the buyer and ensuring the legal and smooth transition of those transferred employees. This involves mapping roles and assets of the unit being divested, determining who will be offered employment under the buyer's terms and timing, and handling the administrative details that make the handover compliant and seamless. It also means preserving continuity for key talent, coordinating benefits, compensation, and any required notices, and managing regulatory and legal considerations around employee transfers. Clear communication to affected staff helps maintain morale and minimize turnover, while planning for non-transferred employees—whether through severance, redeployment, or outplacement—keeps the overall transition orderly. The other options fall outside this primary HR remit in a divestiture: price discussions are a finance/transaction concern, branding is a marketing issue, and altering the product portfolio is a product strategy matter.

6. What is the HR 'Glocal' challenge when executing a Global Expansion strategy?

- A. Enforcing a single corporate culture across all markets.**
- B. Balancing the need to maintain consistent overarching company values while adapting to local customs and traditions.**
- C. Centralizing all decision making at the corporate headquarters.**
- D. Deleting all local regulatory requirements.**

The HR challenge in glocal expansion is balancing global consistency with local adaptation. You keep the company's overarching values, culture, and HR principles intact so there's a cohesive brand and strategic direction across all markets, but you tailor practices to fit each local context. That means aligning core leadership standards, employer branding, and policy frameworks while adjusting recruitment messaging, compensation structures, benefits, and people processes to match local laws, norms, and market conditions. For example, you might uphold the same core values and performance expectations, but modify salary ranges, benefits, and onboarding approaches to reflect local regulations and cultural expectations. This approach avoids the rigidity of enforcing one-size-fits-all culture or centralized control that stifles responsiveness, and it's not about eliminating local regulatory requirements or creating a purely centralized system.

7. Which technique measures the relationship between two data sets to optimize resource allocation?

- A. Trend Projection.**
- B. Replacement Chart.**
- C. Ratio Analysis.**
- D. Succession Planning.**

Understanding how two data sets relate to each other lets you see how changes in one area affect another, guiding how you allocate resources. Ratio analysis specifically quantifies the relationship between two variables, such as inputs and outputs or costs and capacity. In workforce planning, it helps you determine how many staff are needed for a given level of workload, or how costs per unit of output change as you adjust headcount or shift mix. By comparing these relationships, you can spot inefficiencies, forecast staffing needs, and adjust staffing, budgeting, or scheduling to keep operations balanced and cost-effective. Other techniques serve different purposes: trend projection uses past changes to forecast future values, while replacement charts and succession planning are about identifying and developing people for future roles, not directly about how two data sets relate to drive resource decisions.

8. How does HR utilize Hiring Manager Satisfaction scores?

- A. To evaluate the internal effectiveness of the HR department's recruitment services and ensure the candidates provided meet operational needs.**
- B. To benchmark external brand awareness.**
- C. To measure candidate satisfaction.**
- D. To track training effectiveness.**

Hiring Manager satisfaction scores focus on the internal service HR provides during recruitment. They gauge whether HR is meeting the business's needs by delivering qualified candidates who fit operational requirements, in a timely and well-communicated way. When these scores are high, it signals that the recruitment process is aligned with hiring managers' expectations and supports business goals; when they're low, it highlights specific areas to improve—such as sourcing quality, screening rigor, interview coordination, or speed of offers. This metric is thus used to evaluate the internal effectiveness of recruitment services and ensure the candidates provided meet operational needs. External brand awareness isn't assessed here, candidate satisfaction measures the applicants' experience, and training effectiveness focuses on learning programs rather than recruitment processes.

9. Why must interview questions stay strictly on job-related competencies?

- A. To comply with anti-discrimination laws and avoid inquiries about protected classes that have no bearing on job performance.**
- B. To ensure interviews are quick and efficient.**
- C. To avoid asking about salary expectations.**
- D. To enhance interviewer friendliness.**

Questions in interviews should focus on job-related competencies because that keeps the hiring process fair, objective, and legally defensible. When you assess evidence of actual skills, knowledge, and behaviors that directly impact job performance, you build a defensible link between what the candidate can do and what the job requires. This alignment reduces the risk of bias or discrimination, since you're not probing protected characteristics that have no bearing on performance. Legal standards and best practices emphasize evaluating capabilities, not personal attributes or unrelated topics. If you consider alternative aims, such as making the interview quick, discussing salary, or appearing particularly friendly, those are not reliable indicators of job performance. Quickness can sacrifice depth, salary talks belong to compensation planning rather than capability assessment, and friendliness doesn't measure the technical or behavioral skills the role demands. The emphasis on job-related competencies ensures the interview predicts future on-the-job success while staying within legal and ethical boundaries.

10. How can HR mitigate the severe drop in employee morale caused by uncertainty during an M&A?

- A. By enforcing silence to avoid rumors.**
- B. By delaying all updates until after the deal closes.**
- C. By increasing workloads to demonstrate progress.**
- D. By executing a clear, transparent communication strategy that informs timeline, integration plans, and potential role impacts.**

Clear, proactive communication during mergers and acquisitions is critical for mitigating uncertainty and sustaining morale. When employees know the deal timeline, how the integration will unfold, and what changes might affect their roles, they can plan and feel a sense of control rather than drifting in the dark. A transparent communication strategy that provides regular updates on timelines, integration plans, and potential role impacts directly addresses the information gaps that drive anxiety and rumor mill chatter. This approach builds trust, sets realistic expectations, and helps people see a path forward through the transition. Silence to avoid rumors ends up fueling speculation because gaps in information are filled by worst-case scenarios. Delaying updates until after the deal closes leaves employees in limbo, increasing stress and disengagement. Increasing workloads as a signal of progress communicates instability and can lead to burnout and further morale decline. By contrast, a well-planned, open communication approach gives employees clarity, reduces fear, and supports a smoother transition for the organization.

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://sphrworkforceplantaentalentacquisition.examzify.com>

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

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