

## TOOLS THAT HELP YOUR EXAM PREPARATION

Whether you are still deciding to take the certification exam or have already applied for one, the HR Certification Institute's exam preparation resources can help you assess your readiness to take the exam or plan out your study schedule. Take some time to review these tools and decide which one(s) best fit your needs.

### ONLINE ASSESSMENT EXAMS \$

The online assessment exams use test questions that are no longer used in certification exams. By taking the online assessment exams, you will become familiar with the style and format of the questions found on the actual certification exams.

Upon completing the assessment exams, you will receive an overall score broken down by the functional areas covered on the certification exams to help you determine your strongest and weakest areas and guide your study efforts.

The online assessment exams are available for all three certifications—PHR®, SPHR® and GPHR®. Unlike the GPHR Online Assessment Exam, the PHR and SPHR Online Assessment Exams come in two parts. Take one of each to help determine which exam is right for you. Alternatively, you can take one exam at the start of your study regimen and the other near the end to measure your level of preparedness.

### HR CERTIFICATION STUDY GUIDES \$

We also offer the following study guides, which you can purchase at the SHRM book store or national book stores (Amazon.com or Barnes&Noble.com):

- » *The Official PHR®/SPHR® Certification Guide*  
(US\$29.99 HR professionals, US\$25 SHRM members)
- » *The Official GPHR® Certification Guide*  
(US\$25 HR professionals, US\$20 SHRM members)

These thorough study guides explain the HR certification process and exam preparation method. Most important, they provide a practice exam that is based on the exam content, the correct answers and the rationale behind each answer.

#### SAMPLE QUESTION FROM STUDY GUIDE

Q: Which of the following positions is considered an HR specialist?

- a. Industrial relations director
- b. Human resource manager
- c. Personnel administrator
- d. Human resource team leader

ONLINE ASSESSMENT EXAM	ONLINE ASSESSMENT EXAM STRUCTURE	TIME ALLOTMENT	PRICE (US\$)
PHR/SPHR	75 multiple-choice questions	80 or 120 minutes	\$45 for one exam OR \$70 for two exams*
GPHR	50 multiple-choice questions	60 or 90 minutes	\$35 per exam

\*Offer only available if you register for both parts of the assessment exams at the same time.

## STUDY GROUPS • FREE

Visit our certification groups on social networking web sites such as LinkedIn, Facebook and SHRM Connect to form study groups or post your exam preparation questions.

## OUR BLOGS • FREE

We often host virtual chats on our blog pages. During the one-hour chat session, our virtual counselors will be available online to answer any certification related questions. Watch our home page, [www.hrci.org](http://www.hrci.org) for the next virtual chat session.

Talk to our certified HR professionals on our blogs. Post your exam preparation questions to them and they will share their certification experiences with you.

## TEST YOUR KNOWLEDGE QUIZZES • FREE

The Test Your Knowledge quizzes are a series of 10 practice questions that will show you the type of questions you can find on the PHR®, SPHR®, GPHR® and California certification exams. These simple, quick and free quizzes are available for you to “test out” the type of questions you will encounter on the certification exam(s) and can help you:

- » Decide which HR certification exam is best suited for you.
- » Become more comfortable with the style of questions on the HR certification exams.
- » Learn the logic behind the correct answer.

## EXAM PREPARATION TIPS

Making a study plan is an important key to passing the HR certification exams. To be effective, your plan must fit your needs. Consider your

- » **schedule:**  
Assess how much of your time is already committed (such as to your job and to your family) and how much you can realistically assign to study. Develop a schedule that builds in daily and weekly study time.
- » **progress:**  
Regularly check your study plan to make sure you are on schedule and to adjust study time if you need to.
- » **learning style:**  
For example, consider the time of day when you have the strongest focus on your study. Also consider whether you learn best by yourself or in a group.
- » **habits:**  
For example, if you tend to avoid studying, ask a friend or colleague to make sure you stay with it.
- » **environment:**  
Set aside a workstation where you can keep your study materials and resources at hand.
- » **weakest areas of HR knowledge:**  
Identify them, plan to study them first, and consider using resources.