aPHR™ EXAM PREPARATION RESOURCES

The following list represents a variety of resources that can be used to prepare for the Associate Professional in Human Resources (aPHR™) examination. **No single source should be considered the only basis for preparation.** When studying, candidates should use a number of references to ensure a broad perspective of information.

Candidates who performed successfully on other HRCI exams have indicated that they typically engage in 6-12 weeks of study prior to taking the exam. Each candidate presents a unique background and level of knowledge and, therefore, there is no single course of study that is recommended or required. While prior experience in HR is not a requirement to take the aPHR™ exam, a solid foundational knowledge of Human Resources is needed.

The following should not be considered an exhaustive list of all resources available for use in preparing for the aPHR™ exam. However, it does provide a good starting point for study and learning.

aPHR™ EXAM CONTENT OUTLINE

The aPHR™ exam is based on the aPHR™ Exam Content Outline, which represents the knowledge needed by those performing early HR career roles. The Outline can be accessed online at www.hrci.org/aphr. An essential first step is to assess your knowledge of the various HR functional areas against the Outline to determine your specific strengths and weaknesses. This will also help you know where to focus your study efforts.

GUIDE TO THE HUMAN RESOURCE BODY OF KNOWLEDGE

A Guide to the Human Resource Body of Knowledge provides an overview of the HR profession and is used to describe what an HR professional needs to know and be able to do in that profession. While it is based on the PHR/SPHR Exam Content Outline, it is also a framework for the practice of HR that can provide useful information for many purposes. A helpful list of terms and definitions is included. See www.hrci.org/hrbok.

HR GENERALIST PUBLICATIONS

The following publications are listed alphabetically by title and represent a cross-section of HR textbooks that cover the foundational areas of Human Resource knowledge. The use of one or more of these texts is one way to prepare for a knowledge-based exam like the aPHR™. They can be purchased directly from the publisher, from college/university bookstores or from online retailers such as Amazon or Barnes and Noble.

Fundamentals of Human Resource Management
by David A. DeCenzo, Stephen P. Robbins, Susan L. Verhulst

Fundamentals of Human Resource Management
by Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright

Human Resource Management
by H. John Bernadin

Human Resource Management
by Gary Dessler

Human Resource Management
by Robert L. Mathis, John H. Jackson, Sean R. Valentine

Human Resource Management: Gaining a Competitive Advantage
by Raymond Noe, John Hollenbeck, Barry Gerhart, Patrick Wright

Human Resource Management: Functions, Applications, and Skill Development
by Robert N. Lussier, John R. Hendon

Managing Human Resources
by Scott A. Snell , Shad S. Morris, George W. Bohlander

Strategic Human Resource Management
by Jeffrey A. Mello

These publications cover more targeted areas of knowledge needed by early HR career professionals:

Business: A Changing World
by O. C. Ferrell, Geoffrey Hirt, Linda Ferrell

Human Resource Essentials: Your Guide to Starting and Running the HR Function
by Lin Grensing-Pophal SPHR

Magic Numbers for Human Resource Management: Basic Measures to Achieve Better Results
by Hugh Bucknall, Zheng Wei

The Manager's Pocket Calculator: A Quick Guide to Essential Business Formulas and Ratios
by Michael C. Thomsett

GOVERNMENT RESOURCES

The following resources may be accessed online at no charge:

Department of Homeland Security – I-9 form information:

http://www.uscis.gov/i-9

Department of Labor Resources for Employers:

http://www.dol.gov/dol/audience/aud-employers.htm

http://www.dol.gov/compliance/guide/

- **Additional resources on wages:** http://www.dol.gov/dol/topic/wages/

- **Additional resources on family and medical leave:** http://www.dol.gov/whd/fmla/

- **Additional resources on unemployment:** http://www.dol.gov/dol/topic/unemployment-insurance/

- **Additional resources on COBRA (health benefit continuation):** http://www.dol.gov/dol/topic/health-plans/cobra.htm

- **Additional resources on employee safety:**
  https://www.osha.gov/as/opa/worker/employer-responsibility.html

Equal Employment Opportunity Commission (EEOC) Overview of Prohibited practices for employers:
http://www.eeoc.gov/laws/practices/index.cfm

- **Additional resources on disability discrimination:**
  - http://www.eeoc.gov/eeoc/history/ada25th/thelaw.cfm
  - http://www.eeoc.gov/laws/types/disability.cfm
- **Additional resources on age discrimination:**http://www.eeoc.gov/eeoc/publications/age.cfm

National Labor Relations Board Resources for Employers:
https://www.nlrb.gov/rights-we-protect/whats-law/employers

- **Additional information about employee rights:**
  https://www.nlrb.gov/rights-we-protect/employee-rights

- **Additional information about employer/union rights:**
  https://www.nlrb.gov/rights-we-protect/employerunion-rights-and-obligations

Occupational Safety & Health Administration:
https://www.osha.gov/employers/index.html

OVERVIEW CLASSES

Many local colleges, universities and independent training providers offer overview courses covering the fundamentals of Human Resource Management. If you have little or no formal education in the field, you may find it helpful to take a class, either in-person or online. Make sure that the topics covered in the course are the same as those listed in the aPHR™ Exam Content Outline for maximum benefit.