

PHR & SPHR

# EXAM KNOWLEDGE ASSESSMENT(S)

**A**CE THE HR EXAM  
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RATE YOUR KNOWLEDGE LEVEL OF THE COMPETENCY OR HR EXAM TESTING AREA 1 TO 5. FIVE BEING THE MOST COMPONENT AND ONE BEING THE LEAST.

## BUSINESS MANAGEMENT & STRATEGY

*Note: This section accounts for 20% of the PHR exam and 40% for the SPHR.*

HR Function	1	2	3	4	5
Organizational Effectiveness	1	2	3	4	5
Business Acumen	1	2	3	4	5
Project/Change Management	1	2	3	4	5
HR Strategic Planning	1	2	3	4	5
Leadership Development	1	2	3	4	5

## TALENT PLANNING AND ACQUISITION

*Note: This section accounts for 16% of the PHR exam and 16% for the SPHR.*

HR Compliance & Regulations	1	2	3	4	5
Workforce Planning	1	2	3	4	5
Recruiting & Selection	1	2	3	4	5
Records & Retention	1	2	3	4	5
Job Creation/Analysis	1	2	3	4	5

## LEARNING & DEVELOPMENT

*Note: This section accounts for 10% of the PHR exam and 12% for the SPHR.*

HR Development	1	2	3	4	5
Learning & Development	1	2	3	4	5
Organizational Development	1	2	3	4	5



RATE YOUR KNOWLEDGE LEVEL OF THE COMPETENCY OR HR EXAM TESTING AREA 1 TO 5. FIVE BEING THE MOST COMPONENT AND ONE BEING THE LEAST.

## TOTAL REWARDS

*Note: This section accounts for 15% of the PHR exam and 12% for the SPHR.*

Total Rewards	1	2	3	4	5
Comp Basics and Law	1	2	3	4	5
Compensation Surveys	1	2	3	4	5

## EMPLOYEE RELATIONS & EMPLOYEE ENGAGEMENT

*Note: This section accounts for 39% of the PHR exam and 20% for the SPHR.*

Employee Benefit Programs	1	2	3	4	5
Unions Elections	1	2	3	4	5
NLRB and ULP	1	2	3	4	5
U.S. Employment Law	1	2	3	4	5
Executive Orders	1	2	3	4	5
OSHA Basics	1	2	3	4	5
Safety and Health Programs	1	2	3	4	5
Workplace Wellness	1	2	3	4	5
Workplace Safety and Violence	1	2	3	4	5



# HR Study Commitment & Evaluation

COMPLETE THE FOLLOWING PORTION AND COMMIT TO A SCHEDULE, FOCUS, AND CADENCE IN PREPARATION FOR YOUR EXAM.

**MY BIGGEST STRENGTHS OR AREAS I SCORE THE HIGHEST ARE:**

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**MY BIGGEST WEAKNESSES OR AREAS WHERE I SCORE THE LOWEST ARE:**

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**THREE AREAS I NEED TO FOCUS ON THAT ARE THAT HAVE THE MOST QUESTIONS ASKED DURING THE EXAM ARE:**

- 1) 

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- 2) 

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- 3) 

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# HR Study Commitment & Evaluation

COMPLETE THE FOLLOWING PORTION AND COMMIT TO A SCHEDULE, FOCUS, AND CADENCE IN PREPARATION FOR YOUR EXAM.

## WITH THIS IN MIND, I COMMIT TO STUDYING HOW MANY HOURS A WEEK FOR WHAT LENGTH?

Weekly hours commitment \_\_\_\_\_

How many weeks I'm studying for \_\_\_\_\_

## WHAT DAYS AND TIMES AM I BLOCKING OFF ON MY CALENDAR FOR STUDY:

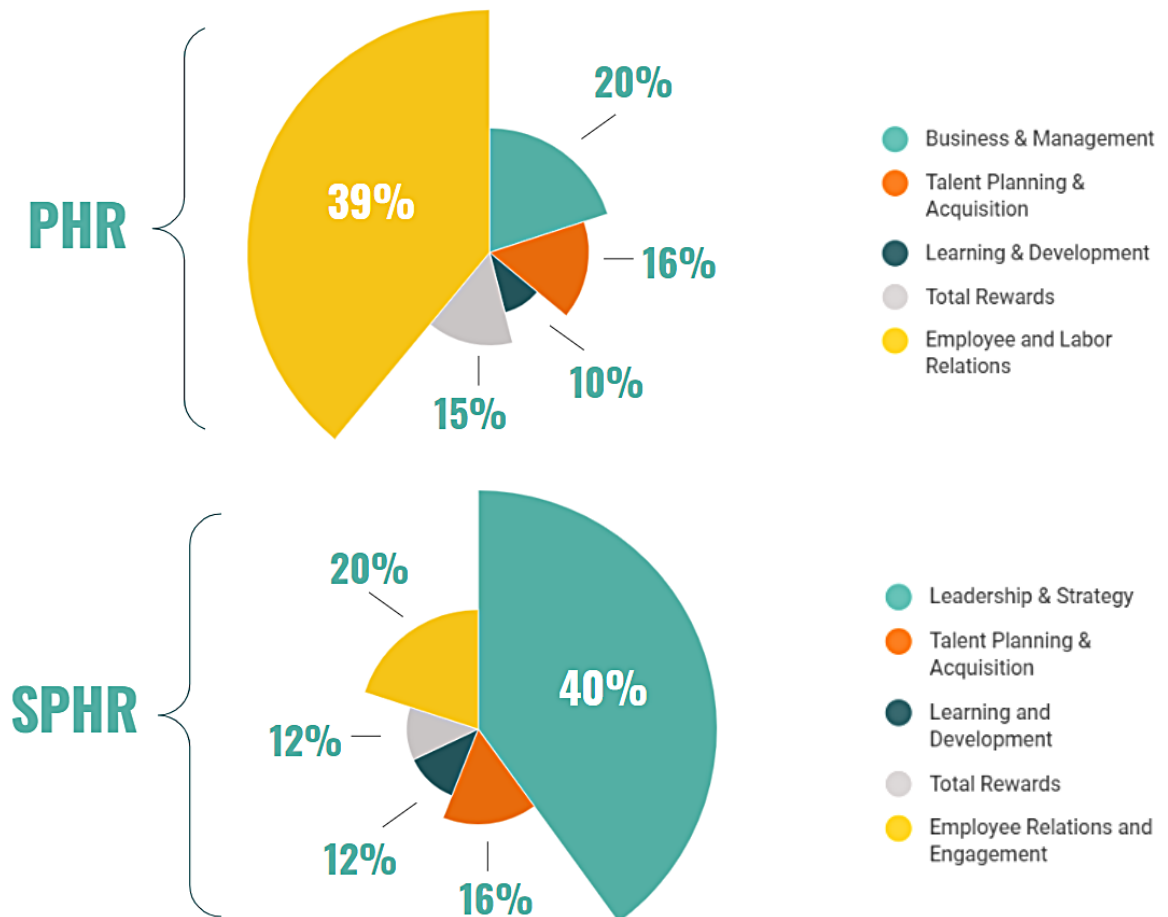
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## DATE I PLAN ON RE-EVALUATING MY STUDY PROGRESS AND EXPERTISE:

\_\_\_\_\_



## PHR & SPHR EXAMS: WHAT TO EXPECT



## PHR AND SPHR EXAM OVERVIEW

- Multiple choice
- Weighted scoring
- 2 1/2 hours to complete
- 140 questions
- 5 min. survey
- Includes 25 non-test scoring questions
- Testing occurs 180 days after registering to take the exam