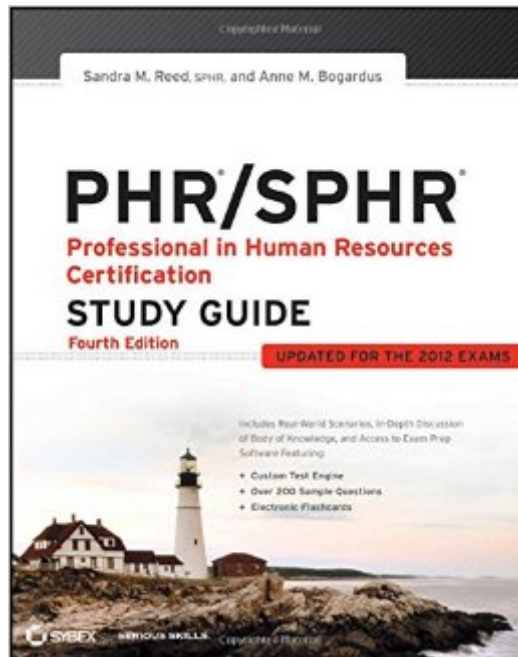


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# PHR / SPHR: Professional In Human Resources Certification Study Guide



## Synopsis

Updated edition of best-selling guide for PHR and SPHR candidates The demand for qualified human resources professionals is on the rise. The new Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) exams from the Human Resources Certification Institute (HRCI) reflect the evolving industry standards for determining competence in the field of HR. This new edition of the leading PHR/SPHR Study Guide reflects those changes. Serving as an ideal resource for HR professionals who are seeking to validate their skills and knowledge, this updated edition helps those professionals prepare for these challenging exams. Features study tools that are designed to reinforce understanding of key functional areas Provides access to bonus materials, including a practice exam for the PHR as well as one for the SPHR. Also includes flashcards and ancillary PDFs Addresses key topics such as strategic management, workforce planning and employment, compensation and benefits, employee and labor relations, and Occupational Safety and Health Administration regulations This new edition is must-have preparation for those looking to take the PHR or SPHR certification exams in order to strengthen their resume.

## Book Information

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## Customer Reviews

I didn't want to spend the \$800 for the SHRM online material, so a friend recommended this book and I'm glad I took his advice. I used this book exclusively for studying for my SPHR exam and passed on the first try! Like some of the other reviewers said, it's a little wordy and can be confusing

because information is repeated throughout the book, but if you're able to get past that and focus on the pertinent information, this is a great study guide because not only does it provide all the information that's in the SHRM material, but it goes further by providing background information and "real life" stories and case studies to help with your comprehension of the material. The online tests and flash cards are also great tools. The only negative that I have with the book is that it doesn't prepare you for the "type" of questions on the exam which are scenario based and highly subjective. To prepare for these type of questions, I would recommend getting a study guide that has "test prep" questions with an explanation of the answers. I got one for \$9.99 on Amazon, and it did an amazing job with preparing me with how to answer these type of questions.

I come from a resourcing and recruitment background and decided to study for the PHR exam as a means to broaden my knowledge and add a qualification to my resume. I bought this book after great reviews by other users thinking that it could be used as the main basis upon which to study for the PHR exam. I read the book from cover to cover twice, condensed and summarized, took the chapter review tests and all the PHR online test practices that came with the accompanying DVD in which I was scoring full marks by the time it came for me to take the exam. I failed the exam yesterday and whilst I don't hold this book accountable for my performance, I would say to those who are using it without broad practical HR working experience and/or without the help of other study techniques, that you may find that it isn't enough. Most of the questions in my PHR exam were dissimilar to those in the book - sometimes using terminology I was unfamiliar with, and were often ambiguous where it was difficult to choose a 'best' answer because in the real world it would have depended so much on the situation. Some of the questions drilled down into detail that isn't covered in the book. I left the exam yesterday feeling disappointed and whilst as I say, I don't 'blame' the result on this book, I would like to warn students who do not have a breadth of personal HR experience not to pin all your studying on this one book.

I bought this book because I didn't want to purchase the SHRM \$800 plus study guide. I made notes from each chapter took all of the exams and read all of the answers in the appendix. The one thing I appreciate the most about this book was the answer keys. Each question not only gave you the answer but the reason why it was right and gave the definition or reason why the other answers were not correct. I really believed this helped me pass my exam because I was not only able to practice sample questions but also able to study the other terms in the same sitting. The book is a bit wordy but I really liked the real life scenarios it had through out the chapters and if you are already

working in HR (as you should) you can make your own real life connections to the text. What I did not like was the fact that the book repeated information through out the book. It would start talking about a topic and go more in depth in the following chapters. My study method was to take notes from each chapter (read approx 10 pages a day M-F) then the last month prior to my exam I studied my notes chapter at a time M-W. Nine days before the exam I studied a chapter a day and ended each day with taking the chapter exam. I took the exam once checked my answers, then studied the answer key and retook the exam about 30-60 mins later. The next day I would take the exam again and study the next chapter, take that chapter's exam, study the answer key and retake the exam 30-60 mins later. The cycle repeated until I was done with chapters 2-8. On the day before the exam I retook every chapter exam; studied my notes from the first section of the book (essentially I had transcribed the answer key from the pre-test) and took the exam then I checked the answers and then retook the exam 30-60 mins later. I did not do too well on any of my first attempts and thought for sure I was going to fail my exam. I am proud to say that I sat for my exam today and I passed. In order to pass you need an understanding of HR. Simply studying terms and court cases will not do it. This book will give you that and if you can embrace the knowledge and not simply learn for the sake of learning and passing the test this book should be all you need. I was unable to utilize any of the online tools this book offers because my computer is bobo and I was able to pass using only this book and the practice test it contains. I hope this information helps. Good Luck.

This book was a great review tool. Although much of the information I already knew from being a present graduate student specializing in HR Management, the book helped to reinforce many topics. I read the book in 2 1/2 months averaging about 10 pages a day. The book covered a lot of topics, but was not all inclusive. It is extremely wordy and covers things in excess that is irrelevant, but more knowledge the better. I stress that you should not rely on one prep tool. I also used the Mometrix PHR Flash Cards (see my review on the cards and how to use them in conjunction with the book). I also suggest that you utilize phrprep.com for test bank questions and more importantly hrcistudy.com (the 4 exams are set-up like the actual exam but I found this study prep's questions to be much harder than my actual test). I do need to say that I took the PHR Exam on 1/4/14 and passed. It took me all of 2 hrs without going back to review (I guess I should've taken the SPHR). My coordinator also took the exam with 1 yr experience and an MBA and passed using this book.

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