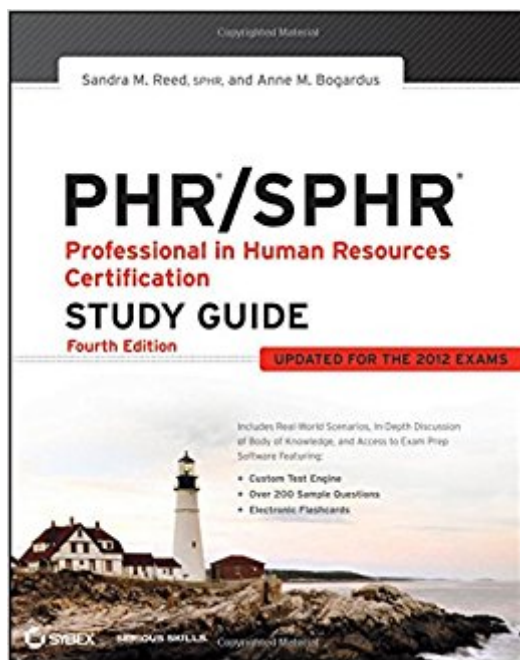


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# PHR / SPHR Professional In Human Resources Certification Study Guide



## 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.

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## Customer Reviews

Updated to Meet the Requirements of the 2012 Exams If you want to validate your skills as a Human Resources professional, you need to earn your PHR or SPHR certification. This new edition of the PHR/SPHR Professional in Human Resources Certification Study Guide helps you prepare

for the 2012 exams, covering the key functional areas with which you'll need to be familiar. It offers invaluable insights on the new PHR/SPHR Body of Knowledge as it breaks down the critical HR topics. Inside, you'll find: Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps the PHR/SPHR Body of Knowledge to the corresponding chapter in the book, so you can track your exam prep objective by objective Sybex Exam Prep Tools Go to [www.sybex.com/go/phr4e](http://www.sybex.com/go/phr4e) and download a full set of electronic test prep tools to help you thoroughly prepare for the exam. These include: Custom Test Engine Over 200 Sample Questions Two Practice Exams Electronic Flashcards Additional Appendices in PDF Format Download practice exams and chapter review questions Reinforce your understanding with electronic flashcards Includes Real-World Scenarios, In-Depth Discussion of Body of Knowledge, and Access to Exam Prep Software Featuring: Custom Test Engine Over 200 Sample Questions Electronic Flashcards

Sandra M. Reed, PHR, SPHR, is the owner of Epoch Resources, a consulting firm specializing in the unique HR needs of small businesses. Sandra has authored learning modules and case studies for the Society for Human Resource Management. Anne M. Bogardus worked with growing biotech, high-technology, and public relations organizations at the manager and director levels. She is the author of Human Resources JumpStart and the previous editions of PHR/SPHR Professional in Human Resources Certification Study Guide. Technical Editor Brenda G. Budke, SPHR, directs an HR consulting firm in Fresno, California. She is founder and Dean of a corporate university, and is past president of the Human Resource Association of Central California (HRACC).

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 , and it did an amazing job with preparing me with how to answer these type of questions.

This book is okay for all high level information. I'm not done reading it but so far everything is mostly generic info and doesn't get into the nitty gritty. Also a bit outdated now

I took the PHR and passed on January 27, 2014. This study guide was my primary study tool. I developed a reading/study plan that started in October and ended the beginning of January which amounted to about a half a chapter per week. The final few weeks before the exam I reviewed the assessment test and review questions and answers repeatedly. The explanations/reasoning for the answers to the questions were extremely helpful. Note: I do own the 2010 SHRM books from when I had originally planned to take the exam but never did. I only reviewed the FMLA and labor/union material from the SHRM books a few days before my exam just to read it from a different source. Otherwise, this study guide was what enabled me to pass the PHR the first time around. Great book!!!!

This book is badly organized in an unintuitive and difficult to follow manner. Chapter review questions either do not exist in the chapter you just read, or the review questions are worded in a way that has nothing to do with the answer the question seeks. For example, chapter 3 deals with business management and strategy, but the review questions include questions about risk management, but risk management isn't touched on until chapter 5 400 pages later! You're bouncing around from topic to topic and chapter to chapter just to answer one question that \*should\* be adequately discussed in the chapter you just finished reading, not one or two chapters ago, and certainly not for chapters ahead. Since this book also covers topics for the advanced SPHR certification, subject matter in the chapters is prefaced with SPHR ONLY, which is good, but review questions do not have this distinction. This means that if you only want to read information relevant to PHR certifications, you won't realize that you're wracking your brain trying to find the answer to an SPHR question, and you disregarded the SPHR material in the chapter! Maybe this book contains good study information, but I'll be damned if I can't glean any info from it in a coherent manner.

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.

this was the only study materials I got for the PHR and I passed on my first try. I read it front to back, over and over, and took notes. easy to read and also gives real life examples of HR best practices

I've been in HR my entire adult life, even in the military. I'm a consultant for business software but I specialize in the HR industry so having the PHR will only add to my credibility to retain employment. I should have did this a long time ago when I got my HR degree but I was working and just didn't do anything about it. This book really helps but me back in the HR field of understanding different subjects I may or may not be familiar with. I will take the PHR certification this year and I will update this review to let people know how I did. But so far I really like this book for getting back on track in the HR world.

While I like this study guide because it is easy to read and understand, the supplemental software (Sybex Prep Tools): electronic flash cards, glossary, and test questions, are not MAC compatible, making it deficient in my opinion.

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