

# [PDF] PHR / SPHR Professional In Human Resources Certification Study Guide

Sandra M. Reed, Anne M. Bogardus - pdf download free book



## Books Details:

Title: PHR / SPHR Professional in Hu  
Author: Sandra M. Reed, Anne M. Boga  
Released:  
Language:  
Pages: 648  
ISBN: 111828917X  
ISBN13: 9781118289174  
ASIN: 111828917X

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pdf, mobi, epub, azw, kindle

## Description:

**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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