

aPHR™ EXAM WEIGHTING BY FUNCTIONAL AREA & YOUR COURSES ALIGNMENT

Functional Area	Your Course (s)
<p><i>FUNCTIONAL AREA 01: HR OPERATIONS (38%)</i> Understanding the tactical and operational tasks related to workforce management and the HR function. Complying with the laws, regulations, and policies that affect the organization.</p>	<p>Example: MANG 101 Human Resource Management</p>
<p><i>FUNCTIONAL AREA 02: RECRUITMENT AND SELECTION (15%)</i> Understanding the hiring process including regulatory requirements, sourcing of applicants, formal interview and selection process, and on-boarding of a new hire.</p>	
<p><i>FUNCTIONAL AREA 03: COMPENSATION AND BENEFITS (14%)</i> Understanding concepts related to total rewards such as pay and benefit programs. Responding to employee questions and handling claims in compliance with applicable laws, regulations, and company policies.</p>	
<p><i>FUNCTIONAL AREA 04: HUMAN RESOURCE DEVELOPMENT AND RETENTION (12%)</i> Understanding the techniques and methods for delivering training programs and developing individual employees.</p>	
<p><i>FUNCTIONAL AREA 05: EMPLOYEE RELATIONS (16%)</i> Understanding the methods organizations use to monitor and address morale, performance, and retention. Balancing the operational needs of the organization with the well-being of the individual employee.</p>	
<p><i>FUNCTIONAL AREA 06: HEALTH, SAFETY, AND SECURITY (5%)</i> Understanding the laws, regulations, and policies that promote a safe work environment. Use risk mitigation procedures to protect against workplace hazards.</p>	