HUMAN RESOURCES CERTIFICATION INSTITUTE (HRCI) PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://hrci.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 15

SAMPLE

Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

SAMPLE

How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

SAMPLE

Questions

SAMPLE

1. What leadership style is characterized by a 'this for that' approach, using rewards and discipline to achieve objectives?

A. Charismatic leadership

B. Transactional leadership

C. Laissez-faire leadership

D. Authoritarian leadership

2. In HR, what does the attrition rate measure?

A. The cost of hiring new employees

B. The percentage of employees that leave an organization over a specific period

C. The total number of employees in an organization

D. The duration of time an employee stays with a company

3. What is the principle of 'Equal Employment Opportunity'?

A. To provide training to all employees

B. To ensure all individuals have equal chances for employment without discrimination

C. To create job descriptions for all roles

D. To standardize performance reviews

4. A business case can help management make better-quality decisions by doing which of the following?

A. Communicates how a plan will influence operational efficiencies

B. Provides multiple options for solving a business problem

C. Describes possible risks that could result from taking action

D. Quantitatively analyzes relevant HR trends

5. Janitors, building cleaners, and meatpacking workers are examples of which groups targeted by unions over the last several years?

A. Low skilled

B. Professional

C. Contingent

D. Part-time

SAMPLE

6. A local gym selling rights to use their name and processes in another city is an example of what type of business structure?

A. Subsidiary

B. Merger

C. Joint venture

D. Franchising

7. To be effective, HR policies should be which of the following?

A. Effective

B. Relevant

C. Legal

D. All of the above

8. Which organizations are businesses increasingly partnering with to address global issues like overpopulation and lack of clean water?

A. Community organizers

B. Nongovernment organizations (NGOs)

C. Agencies such as the American Red Cross

D. Other business leaders

9. Which of the following should you do first to comply with OSHA's hazard communication standard?

A. Ask the temporary agency to provide general hazardous material-handling training.

B. Ensure that the same protections offered to regular workers are offered to temporary workers.

C. Ask the agency to come inspect the facility to ensure it is a safe work environment.

D. Communicate with the agency regarding what types of protection will be needed.

10. Which of the following recognition programs is not entitlement-oriented?

A. Service awards

B. Employee of the month

C. Sales awards

D. Longevity bonus

SAMPLE

Answers

SAMPLE

1. B
2. B
3. B
4. C
5. A
6. D
7. D
8. B
9. D
10. C

SAMPLE

Explanations

SAMPLE

1. What leadership style is characterized by a 'this for that' approach, using rewards and discipline to achieve objectives?

A. Charismatic leadership

B. Transactional leadership

C. Laissez-faire leadership

D. Authoritarian leadership

Transactional leadership is characterized by a 'this for that' approach where rewards and discipline are used to motivate and achieve objectives. This style of leadership focuses on setting clear expectations, providing incentives for meeting goals, and implementing consequences for not meeting them. This is in contrast to charismatic leadership, which relies on the leader's personal charm and ability to inspire and motivate, and laissez-faire leadership, which is hands-off and allows individuals to make their own decisions. Authoritarian leadership, on the other hand, involves a strict hierarchy and top-down decision making without much input or autonomy for team members.

2. In HR, what does the attrition rate measure?

A. The cost of hiring new employees

B. The percentage of employees that leave an organization over a specific period

C. The total number of employees in an organization

D. The duration of time an employee stays with a company

The attrition rate specifically measures the percentage of employees who leave an organization over a defined period. This metric is crucial for HR as it helps assess workforce stability and can reveal underlying issues regarding employee satisfaction, organizational culture, or management practices. Monitoring the attrition rate allows HR professionals to understand trends in employee turnover, identify potential problems, and implement strategies to retain talent. By analyzing attrition rates, organizations can evaluate the effectiveness of their hiring and onboarding processes, recognize areas for improvement in employee engagement, and make informed decisions regarding workforce planning. Understanding and managing the attrition rate is vital in maintaining a healthy organizational environment and ensuring long-term success.

3. What is the principle of 'Equal Employment Opportunity'?

A. To provide training to all employees

B. To ensure all individuals have equal chances for employment without discrimination

C. To create job descriptions for all roles

D. To standardize performance reviews

The principle of 'Equal Employment Opportunity' (EEO) is fundamentally about ensuring that all individuals have the same chances for employment and advancement without facing discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information. It promotes fair hiring practices and aims to eliminate barriers that could disadvantage specific groups of people in the workplace. This principle is rooted in various laws and regulations designed to protect against discrimination and foster a more inclusive workforce. The other options focus on specific aspects of workplace management that do not directly relate to the core objective of EEO. While providing training to all employees is important for development, it does not specifically address equal opportunities in hiring. Creating job descriptions is essential for clarity in roles but does not impact employment equality. Standardizing performance reviews contributes to fairness in evaluation but does not encompass the wider concept of equal opportunity in employment decisions. Thus, the correct answer captures the essence of ensuring nondiscrimination in hiring practices.

SAMPLE

4. A business case can help management make better-quality decisions by doing which of the following?

A. Communicates how a plan will influence operational efficiencies

B. Provides multiple options for solving a business problem

C. Describes possible risks that could result from taking action

D. Quantitatively analyzes relevant HR trends

A business case indeed serves as a valuable tool for management by describing possible risks that could arise from taking action. Identifying and analyzing risks allows decision-makers to weigh the potential downsides alongside the benefits of a particular course of action. This information helps in ensuring that decisions are well-informed, considering not just the immediate benefits but also the long-term implications of those decisions. While providing insights into risks is crucial, it's also important to recognize that a comprehensive business case typically encompasses several other elements. For instance, communicating how a plan will influence operational efficiencies can guide management in understanding the direct impact on productivity and costs. Offering multiple options for solving a business problem encourages creativity and ensures that management considers various strategies before making a decision. Moreover, quantitatively analyzing relevant HR trends can provide data-driven insights that enhance the credibility of the recommendations put forth in the business case. In summary, identifying risks is a critical aspect of a business case because it equips management with the necessary information to make decisions that are not only advantageous but also strategic in managing potential challenges.

5. Janitors, building cleaners, and meatpacking workers are examples of which groups targeted by unions over the last several years?

A. Low skilled

B. Professional

C. Contingent

D. Part-time

The correct answer is that janitors, building cleaners, and meatpacking workers are exemplars of low-skilled workers. This classification emphasizes that these roles typically require less formal education and training compared to professional positions. Over recent years, unions have focused on organizing low-skilled workers to enhance their bargaining power, improve working conditions, and secure better wages. The respective industries often involve labor-intensive tasks that are essential yet may not receive adequate recognition or compensation. As such, these workers are often at the forefront of union efforts aimed at advocating for their rights and benefits. In contrast, the other options pertain to different segments of the workforce. Professional workers typically have specialized skills or advanced education; contingent workers are those who work on a non-permanent basis; and part-time workers might have varying work hours but can belong to different skill levels. Thus, the focus on low-skilled workers highlights the unions' commitment to addressing the specific challenges faced by individuals in these roles.

SAMPLE

6. A local gym selling rights to use their name and processes in another city is an example of what type of business structure?

A. Subsidiary

B. Merger

C. Joint venture

D. Franchising

Franchising is a business structure in which one company (the franchisor) grants another company (the franchisee) the right to use its name, processes, and products in exchange for a fee or other payment. This option is the correct answer because it involves a local gym selling the rights to use its name and processes to another city, which is exactly what franchising entails. A subsidiary is a company owned or controlled by another company, often referred to as a parent or holding company. This would not be the correct answer in this scenario because the local gym is not being owned or controlled by another company. A merger is when two separate companies merge into one. This is not the correct answer because it does not involve the selling of rights or processes to another entity. A joint venture is a business arrangement in which two or more companies agree to share resources and risks to achieve a common goal. This is not the correct answer because it does not involve the selling of rights or processes, but rather a collaboration between companies. Therefore, the correct answer is D Franchising.

7. To be effective, HR policies should be which of the following?

A. Effective

B. Relevant

C. Legal

D. All of the above

HR policies need to be not just individual characteristics such as effectiveness or legality, but a combination of all of these characteristics to be truly effective. Effective HR policies must not only comply with the law, but must also be relevant to the needs and goals of the organization. A policy that is legal but not relevant or effective may still result in dissatisfaction or lack of compliance among employees. Therefore, it is important for HR policies to have a balance of all qualities in order to truly be effective.

8. Which organizations are businesses increasingly partnering with to address global issues like overpopulation and lack of clean water?

A. Community organizers

B. Nongovernment organizations (NGOs)

C. Agencies such as the American Red Cross

D. Other business leaders

Businesses are increasingly partnering with NGOs, or nongovernment organizations, in order to address global issues like overpopulation and lack of clean water. NGOs are often non-profit organizations that work towards specific causes, and may have a greater focus and expertise on issues like these compared to community organizers, who may have a more local focus. While agencies such as the American Red Cross may also work towards addressing global issues, they may not have the same level of collaboration or partnership with businesses as NGOs do. Other business leaders may collaborate on certain initiatives, but they may not be the main organizations that businesses turn to for addressing global issues.

SAMPLE

9. Which of the following should you do first to comply with OSHA's hazard communication standard?

A. Ask the temporary agency to provide general hazardous material-handling training.

B. Ensure that the same protections offered to regular workers are offered to temporary workers.

C. Ask the agency to come inspect the facility to ensure it is a safe work environment.

D. Communicate with the agency regarding what types of protection will be needed.

The first step in complying with OSHA's hazard communication standard is to effectively communicate with the agency regarding what types of protection will be needed. This proactive approach allows for an understanding of the specific hazards present in the workplace and ensures that the appropriate protective measures, such as personal protective equipment (PPE) and training, are identified and established. Clear communication is essential to determine what both regular and temporary workers need to operate safely, aligning with the standards set forth by OSHA for handling hazardous materials. This foundational step sets the stage for any subsequent actions regarding safety training or protections. Knowing what protection will be required informs further actions, including potentially seeking training or assessments from the temporary agency or evaluating the working conditions and safety measures in place. Establishing this line of communication is crucial for creating a safe working environment and fulfilling OSHA requirements.

10. Which of the following recognition programs is not entitlement-oriented?

A. Service awards

B. Employee of the month

C. Sales awards

D. Longevity bonus

Recognition programs can be categorized into entitlement-oriented or non-entitlement-oriented programs. Entitlement-oriented programs are those that employees expect to receive based on meeting certain criteria, such as a specific number of years of service or hitting a sales target. Service awards, Employee of the month, and Longevity bonus are all entitlement-oriented recognition programs. Employees often see these programs as something they are entitled to receive for meeting specific criteria like years of service or performance targets. On the other hand, Sales awards are not entitlement-oriented. They are typically based on performance or reaching specific sales goals. These awards are not something employees necessarily expect to receive and are usually tied directly to individual or team achievements in sales performance.

SAMPLE

Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://hrci.examzify.com

We wish you the very best on your exam journey. You've got this!

SAMPLE