INFOR GLOBAL HUMAN RESOURCES (HR) CERTIFICATION PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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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 16

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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.

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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!

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Questions

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1. Which module would you use to manage time-off requests?

A. Employee Relations

B. Absence Management

C. Position Budget Management

D. Occupational Health

2. How does Infor Global HR assist organizations with performance benchmarking?

A. By creating unique metrics for each organization

B. By allowing comparison of metrics against industry standards and competitors

C. By relying on historical company performance only

D. By excluding industry standards from evaluations

3. How does Infor HR manage workforce scheduling?

A. By utilizing automated scheduling tools based on availability and needs

B. By allowing employees to set their own hours

C. By manually scheduling all shifts

D. By using outdated scheduling software

4. Which organizational structure allows for maximum decentralization?

A. Hybrid

B. Centralized

C. Decentralized

D. Federated

5. Which functionality helps in creating employee learning paths in Infor Global HR?

A. Document Management System module

B. Recruitment Management System module

C. Learning Management System module

D. Feedback and Evaluation module

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6. What is essential for setting up the organizational structure during Infor Global HR implementation?

A. Job Descriptions

B. Work Assignments

C. Locations and Organization Units

D. Performance Metrics

7. What best defines a competency in the context of performance characteristics?

A. A specific job responsibility

B. An educational requirement

C. An underlying personal performance characteristic

D. A professional certification

8. Describe the importance of compensation management in Infor Global HR.

A. It focuses solely on minimizing expenses

B. It ensures competitive and equitable pay structures while aligning compensation with organizational goals

C. It creates a pay structure based on employee requests

D. It eliminates the need for performance reviews

9. What is an achievement in the context of competencies?

A. Formal studies completed

B. Professional license obtained

C. A specific accomplishment, such as awards

D. Skills gained through experience

10. How does Infor HR enhance external recruitment efforts?

A. By using traditional newspaper ads

B. By leveraging social media and job board integrations

C. By focusing solely on internal candidate promotions

D. By conducting employee referral programs

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Answers

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

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Explanations

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1. Which module would you use to manage time-off requests?

A. Employee Relations

B. Absence Management

C. Position Budget Management

D. Occupational Health

The module designed specifically for managing time-off requests is Absence Management. This module specializes in tracking and overseeing various types of leave, including vacation, sick leave, and other forms of employee absences. It allows HR professionals to efficiently process time-off requests, monitor employee attendance, and maintain accurate records related to employee absences. Absence Management provides tools for both employees and managers, enabling employees to submit their requests and track their balances, while allowing managers to approve or deny these requests based on organizational policies. This functionality is crucial for maintaining workflow and ensuring that employee leave does not disrupt the overall productivity of the organization. In contrast, the other modules serve different purposes. Employee Relations focuses on managing the interactions and communications between employees and the organization, while Position Budget Management deals with financial aspects of workforce planning and budget allocation for positions. Occupational Health, on the other hand, is concerned with workplace health and safety issues, not specifically with time-off management. Therefore, the Absence Management module is the most suitable choice for handling time-off requests.

2. How does Infor Global HR assist organizations with performance benchmarking?

A. By creating unique metrics for each organization

B. By allowing comparison of metrics against industry standards and competitors

C. By relying on historical company performance only

D. By excluding industry standards from evaluations

Infor Global HR provides organizations with the ability to compare their performance metrics against industry standards and competitors, which is crucial for effective performance benchmarking. This function allows organizations to evaluate their own performance in context, enabling them to identify areas of strength and weakness relative to the broader industry landscape. By accessing this comparative data, organizations can make more informed decisions regarding their human resource strategies and performance management. The benchmarking process facilitated by Infor Global HR helps organizations to understand where they stand in comparison to industry peers, setting a basis for developing strategies to improve performance. This capability not only aids in enhancing overall efficiency but also supports organizations in remaining competitive within their market.

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3. How does Infor HR manage workforce scheduling?

A. By utilizing automated scheduling tools based on availability and needs

B. By allowing employees to set their own hours

C. By manually scheduling all shifts

D. By using outdated scheduling software

Infor HR effectively manages workforce scheduling by employing automated scheduling tools that consider both the availability of employees and the specific workforce needs. This automation streamlines the scheduling process, reduces the potential for human error, and ensures that the right number of employees with the necessary skills are available at the right times. Automated tools can analyze patterns and preferences, allowing for efficient allocation of resources while accommodating shifts in demand or availability. This approach not only optimizes productivity but also improves employee satisfaction by minimizing scheduling conflicts and promoting a better work-life balance. In contrast, permitting employees to set their own hours can lead to inconsistencies in coverage and may not align with organizational needs. Manual scheduling is often labor-intensive and prone to errors, potentially resulting in scheduling conflicts and inefficiencies. Utilizing outdated software can hinder the scheduling process as well, lacking the needed functionalities and analytics to make informed decisions about workforce management. Hence, the automated scheduling tools are essential for modern HR practices within Infor.

4. Which organizational structure allows for maximum decentralization?

A. Hybrid

B. Centralized

C. Decentralized

D. Federated

The organizational structure that allows for maximum decentralization is the decentralized structure. In this type of structure, decision-making authority is distributed throughout various levels of the organization rather than being concentrated at the top. This allows individual departments or units to operate more independently and respond quickly to local conditions, challenges, and customer needs. Decentralization can lead to increased flexibility and a more responsive organizational environment, as teams can make decisions that align with their specific context without needing lengthy approval processes from upper management. This is particularly beneficial in large organizations that operate in diverse markets or geographic locations, where local knowledge and the ability to act quickly can provide a competitive advantage. By contrast, other structures such as centralized or federated do not emphasize this level of autonomy. The centralized structure consolidates decision-making authority at the top levels, while a hybrid structure blends elements of both centralized and decentralized approaches, but does not achieve the full extent of decentralization that is characteristic of a pure decentralized structure. The federated model, while sometimes offering a degree of autonomy to its components, still operates under a more coordinated framework compared to the complete independence found in a decentralized organization.

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5. Which functionality helps in creating employee learning paths in Infor Global HR?

A. Document Management System module

B. Recruitment Management System module

C. Learning Management System module

D. Feedback and Evaluation module

The Learning Management System module is specifically designed to support the development of employee learning paths within Infor Global HR. This module allows organizations to create structured learning experiences tailored to the needs of individual employees or teams. It enables the creation, management, and tracking of various learning activities, such as training sessions, e-learning courses, and certifications. With the Learning Management System, HR professionals can design comprehensive learning paths that guide employees through their skill development and career advancement. This functionality often includes features like progress tracking, assessment tools, and content management, all of which contribute to a more efficient and effective learning experience. In contrast, the other modules mentioned focus on different aspects of HR management. The Document Management System handles the storage and retrieval of employee-related documents, the Recruitment Management System focuses on attracting and hiring talent, and the Feedback and Evaluation module provides tools for collecting and analyzing feedback about employee performance. These functionalities do not specifically address the creation of learning paths, which is why the Learning Management System module stands out as the correct choice.

6. What is essential for setting up the organizational structure during Infor Global HR implementation?

A. Job Descriptions

B. Work Assignments

C. Locations and Organization Units

D. Performance Metrics

Setting up the organizational structure is a crucial step during the Infor Global HR implementation process, and the correct answer emphasizes the importance of locations and organization units. This aspect is fundamental because the organizational structure defines how various roles and responsibilities are distributed across the business. Locations refer to the physical or geographical places where the organization operates, which can significantly influence the HR policies and practices, such as labor laws and organizational culture. Organization units relate to the divisions or segments within the company that outline the hierarchy and operational flow. Establishing clear organization units helps define reporting relationships, decision-making authority, and collaboration across different parts of the organization. These components are vital for ensuring that the HR system mirrors the actual business structure, enabling efficient management of human resources. While job descriptions, work assignments, and performance metrics are indeed important aspects of human resources, they focus more on the individual roles and their outcomes rather than the overarching structure within which these roles operate. Therefore, while they inform the specifics of HR functions, they do not address the foundational layout of how the organization is organized, which is essential for an effective HR implementation.

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7. What best defines a competency in the context of performance characteristics?

A. A specific job responsibility

B. An educational requirement

C. An underlying personal performance characteristic

D. A professional certification

A competency in the context of performance characteristics refers to an underlying personal performance characteristic, which encompasses the skills, knowledge, abilities, and behaviors that contribute to effective performance in a job. Competencies are essential for achieving desired outcomes and demonstrate how an individual can apply their skills in various situations. While specific job responsibilities outline the tasks an employee is expected to perform, and educational requirements denote the training or academic background needed for a role, these do not encapsulate the personal attributes and characteristics that enable an individual to execute those responsibilities effectively. Professional certifications can indicate a level of expertise or specialization, but they also do not represent the broader range of intrinsic qualities that competencies embody. Competencies form the foundation of effective performance and are crucial for talent management and employee development within organizations.

8. Describe the importance of compensation management in Infor Global HR.

A. It focuses solely on minimizing expenses

B. It ensures competitive and equitable pay structures while aligning compensation with organizational goals

C. It creates a pay structure based on employee requests

D. It eliminates the need for performance reviews

Compensation management plays a vital role in Infor Global HR by ensuring that the pay structures are not only competitive but also equitable, effectively aligning compensation strategies with the overall goals of the organization. This alignment is crucial because it helps the organization attract, motivate, and retain talent, which is essential for maintaining a productive workforce. When compensation is designed with equity in mind, it addresses the varying contributions of employees while ensuring fairness across the organization. Competitive pay structures enable organizations to remain attractive to potential hires and reduce turnover among current employees. Moreover, aligning compensation with organizational goals ensures that employees are rewarded for behaviors and results that drive the organization forward, reinforcing the desired performance outcomes. In contrast, the other options do not reflect the comprehensive purpose of compensation management. Minimizing expenses can lead to ineffective compensation practices that may harm employee morale and retention. Basing pay solely on employee requests can create inconsistencies and inequities, ultimately undermining the overall compensation strategy. Finally, eliminating performance reviews disregards a crucial aspect of performance management, which is essential for linking compensation to actual employee performance and contributions. Thus, a well-rounded approach to compensation management is fundamental for achieving organizational success and employee satisfaction.

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9. What is an achievement in the context of competencies?

A. Formal studies completed

B. Professional license obtained

C. A specific accomplishment, such as awards

D. Skills gained through experience

An achievement in the context of competencies refers to a specific accomplishment that highlights an individual's capabilities and performance in a tangible way. This often includes recognitions such as awards, honors, or significant successes in a professional setting that demonstrate the application of skills and knowledge. Achievements serve as concrete evidence of one's abilities and contribute to a person's overall competency profile. While formal studies completed, professional licenses obtained, and skills gained through experience are all important elements of personal and professional development, they do not represent direct accomplishments in the same way that awards or specific recognitions do. Instead, they may serve as foundational aspects or indicators of competence but lack the distinct, celebrated nature of an achievement that showcases success. Therefore, focusing on tangible and recognized accomplishments provides clearer insight into an individual's competencies.

10. How does Infor HR enhance external recruitment efforts?

A. By using traditional newspaper ads

B. By leveraging social media and job board integrations

C. By focusing solely on internal candidate promotions

D. By conducting employee referral programs

Leveraging social media and job board integrations is a modern and effective approach to enhance external recruitment efforts. This method allows organizations to reach a broader audience, tapping into diverse talent pools that might not be accessible through traditional means. Social media platforms provide an opportunity for employers to showcase their brand, culture, and available job openings in a more engaging and interactive manner compared to static newspaper ads. Additionally, job board integrations streamline the process of posting jobs across multiple platforms, increasing visibility and attracting candidates who actively search for opportunities online. This approach contrasts with solely focusing on internal candidate promotions or traditional advertising methods, which may limit the recruitment reach. Employee referral programs are valuable but do not specifically enhance external recruitment as they typically rely on the existing workforce to promote job openings within their networks, rather than targeting a wider external candidate base.

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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://inforglobalhrcert.examzify.com

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

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