

aPHR® EXAM WEIGHTING BY FUNCTIONAL AREA & YOUR COURSES ALIGNMENT

Functional Area	Your Course(s)
<p>FUNCTIONAL AREA O1: TALENT ACQUISITION (19%)</p> <p>Fundamental understanding of all aspects related to the talent acquisition process; including planning, sourcing, recruiting, screening, selection, hiring, and onboarding of a new hire.</p>	<ul style="list-style-type: none"> • Interviewing Techniques • Employee Selection and Staffing • Employee Handbook
<p>FUNCTIONAL AREA O2: LEARNING & DEVELOPMENT (15%)</p> <p>Assessing the needs of the organization and understanding the techniques and methods for delivering training programs in order to provide employees with the tools, skills, and knowledge to align with current and future organizational goals</p>	<ul style="list-style-type: none"> • Training and Development • Performance Appraisals
<p>FUNCTIONAL AREA O3: COMPENSATION & BENEFITS (17%)</p> <p>Understanding elements of the total rewards package including compensation, benefits programs, retirement planning and how they support organizational competitiveness.</p>	<ul style="list-style-type: none"> • Compensations and Benefits
<p>FUNCTIONAL AREA O4: EMPLOYEE RELATIONS (24%)</p> <p>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>	<ul style="list-style-type: none"> • Employee and Labor Relations • Human Resources Management • Employee Handbook
<p>FUNCTIONAL AREA O5: COMPLIANCE & RISK MANAGEMENT (25%)</p> <p>Complying with laws, regulations and policies, and educating stakeholders in order to identify, mitigate, and respond to organizational risk. Awareness of records management, storage, and retention regulations and reporting requirements.</p>	<ul style="list-style-type: none"> • HR and the Law • Safety Security and Health