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Certification All-in-One Exam Guide, Second Edition William H. Truesdell, Christina Nishiyama, Dory Willer, 2019-03-29

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PHR/SPHR Professional in Human Resources Certification All-in-One Exam Guide Dory Willer,William H. Truesdell,2014-12-12 An all new exam guide for the HR Certification Institute s Professional and Senior Professional in Human Resources certifications PHR SPHR Professional in Human Resources Certification All in One Exam Guide offers 100% coverage of all objectives for both the Professional in Human Resources PHR and Senior Professional in Human Resources SPHR exams Each chapter includes Exam Tips that highlight key exam information a chapter summary and end of chapter practice questions This authoritative resource also serves as a valuable on the job reference Real world examples as well as Notes Tips and Cautions provide professional insight and call out potentially harmful situations Covers all official objectives for both the PHR and SPHR exams Special HR at Work sidebars provide actual examples of policies and procedures at work Electronic includes two practice exams and worksheets

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