



# CERTIFICATION OUTLINE

## ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES – INTERNATIONAL (APHRI)

ISSUED BY HUMAN RESOURCES CERTIFICATION  
INSTITUTE (HRCI)



# ASSOCIATE PROFESSIONAL IN HUMAN RESOURCES – INTERNATIONAL (APHRI)

The Associate Professional in HR – International (aPHRi training course) is a globally relevant credential that is designed for professionals who are just beginning their HR career journey and proving their knowledge of foundational Human Resources. It is meant for entry-level HR practitioners with no professional experience.



**Program Duration**  
30 hours

## TOPICS TO BE COVERED

- HR Operations
- Recruitment and Selection
- Talent and Performance Management
- Compensation and Benefits
- Employee Relations, Health and Safety

# HR OPERATIONS

- Human Resources Management
- Organizational Strategy
- Effective HR Management
- HR Technology & Communication
- Organizational Design & Development
- Organizational Culture
- Ethics
- HR Research & Analytics

## RECRUITMENT & SELECTION

- Human Resources Planning
- Job Analysis, Description & Specification
- Recruitment
- Selection



# TALENT AND PERFORMANCE MANAGEMENT

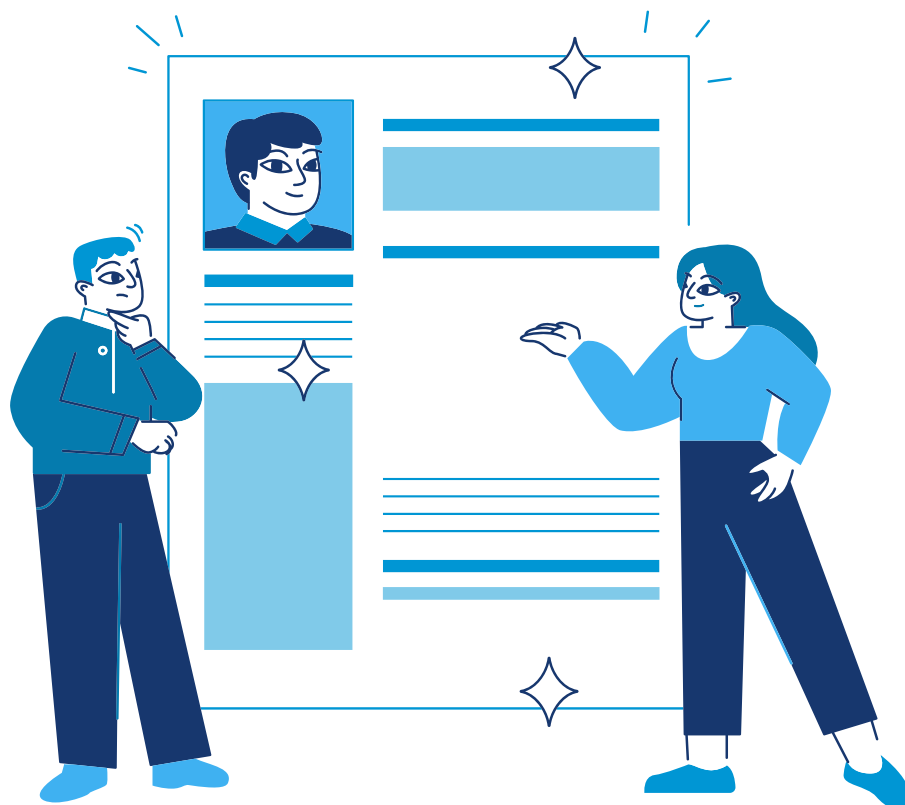
- Training and Development in the Organization
- Presenting the Training: Delivery
- Evaluating of Training Effectiveness
- Talent Management Programs
- Performance Management
- Employee Retention

## COMPENSATION AND BENEFITS

- Total Rewards: Financial and Non-Financial
- The Wage Level Decision
- Job Evaluation Methods
- Job Pricing and Pay Rate Administration
- Economic Factors Affecting Compensation
- Incentive Compensation Systems
- Employee Benefit Programs
- Managing Employee Benefit Programs

# EMPLOYEE RELATIONS, HEALTH & SAFETY

- Employee Relations
- Employee Engagement
- Alternative Work Schedule
- Grievance Systems
- Employee Discipline Systems
- Workforce Behavior Problems
- Organizational Exit
- Safety
- Employee Health
- Security





## **FREQUENT QUESTIONS**

### **AM I ELIGIBLE FOR THIS CERTIFICATION?**

No HR experience is required since this is a knowledge-based credential.

### **WHAT IS THE EXAM FORMAT AND LENGTH?**

**Exam Time:**

1 hour and 45 minutes (plus 30 minutes of administration time)

**Exam Length:**

65 scored questions (mostly multiple-choice) + 25 pretest questions

**Computer-based exam at a Pearson VUE testing center**



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