



Professional in Human Resources — International™

The credential demonstrates mastery of generally accepted technical and operational HR principles independent of geographic region.



ALJHOOD & HRCI

Aljhood Group provides an opportunity for HR professionals who want to gain PHRi™ certificate by attending the preparation course of Professional Human Resources International certification, and the way to apply for this exam, through Aljhood certified PHRi™ expert.

Aljhood Group' Experts who will present this course will be Certified HRCI and have a solid and multinational experience in HR sector. They will guide you to online registration as well as they will make mock test before doing the real exam.

Career Benefits

HR certification is a career-long commitment that increases your professional confidence and credibility and set you apart from your peers. Certification gives you the national and international recognition and distinction and result in great respect. Certification sets those with the credentials a part or above those without it. There are numbers of advantages to seeking certification including:

Business Benefits

- Enhance knowledge and professional accreditation of knowledge & professional experience gained in the field of HR.

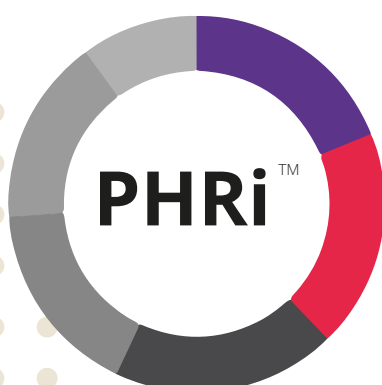
- Increase Certificate holders self confidence; so they can serve the human resources departments & their companies in achieving their objectives.

- Continues knowledge of the latest developments in the field of HR through membership in the large scientific community.

- Hiring managers consider applicants' certifications when making hiring decisions.

- Organizations believe hiring HR-certified professionals more motivated, more knowledgeable and stronger performers.

- Certified HR professionals create a positive impact on their organizations' financial performance.



● 19% Talent Acquisition

● 19% HR Administration and Shared Services

● 19% Talent Management and Development

● 17% Compensation, Benefits, and Work Experience

● 16% Employee Relations and Risk Management

● 10% HR Information Management

who should attend?



PHRi™ is an international professional certification offered and licensed by HRCI-USA that provide an opportunity for HR professionals around the world, to demonstrate relevance, competence, experience, credibility and dedication to human resources to employers, clients, staff members and professional peers.

Exam Format & Length



Once you have taken the Credential Readiness Assessment (CRA), you will receive an email notification with your application login. You must choose between taking the exam in the current testing period or the subsequent one. You may not transfer between the two (2) testing periods. Once a selection has been made, you must take the exam during that testing period. If you cannot take the exam during that testing period, you must withdraw your application.

- Exam time: 3 hours 15 minutes.
- Exam length: 145 scored questions (mostly multiple-choice) + 25 pretest questions.
- Computer-based exam at a Pearson VUE testing center.

Eligibility



- Must Have at least one year of experience in a professional-level HR position + a master's degree or global equivalent.
- **OR**
- Must Have at least two years of experience in a professional-level HR position + a bachelor's degree or global equivalent.
- **OR**
- Must Have at least four years of experience in a professional-level HR position + a high school diploma or global equivalent.

Why Choose HRCI® ?

- Dedication to the HR Profession
- Serving the Global HR Community
- The Most Trusted Mark of HR Mastery
- Right for the HR Profession, Right for Business

8%
Vice
President

21%
Director-
Level

33%
Manager-
Level

Functional Areas

A1

Talent Acquisition (%19)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Create job description in partnership with hiring manager to ensure that requirements are accurate and up-to-date.
- Recommend and implement most efficient and cost-effective sourcing strategies for hiring managers (for example: agencies, job boards, internal postings, social media, job fairs, college recruitment).
- Work with hiring managers to facilitate interviews by evaluating all sourced and submitted applications.
- Partner with hiring manager to determine preferred candidate(s), communicate job offer, and ensure acceptance

The Knowledge of:

- Job evaluation and job descriptions.
- The job analysis process and organization needs.
- Existing best recruitment practices, platforms, sourcing channels, and labor market.
- Existing best recruitment practices and trends (utilizing different platforms or channels to source talent).
- Job requirements.
- Interview and assessment methods.
- Applicant tracking systems and/or methods.
- Verbal and written offer/contract techniques.
- Current market situation and talent pool availability (internal and external).
- How to measure recruiting effectiveness (for example: time-to-fill, cost-per-hire).
- General compensation and benefits administration methods (for example: market reference ranges/pay tiers, compa-ratio, fringe benefits).



A2

HR Administration and Shared Services (%19)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Respond to employee inquiries and requests as first point of contact in order to provide positive employee experience.
- Maintain personnel files and records to ensure accuracy and data integrity.
- Administer leave management programs for all employees by tracking time off requests and hours worked in order to maintain compliance and ensure alignment with appropriate pay policies.
- Process employee status changes and life events, such as payroll changes, terminations, transfers, promotions, birth of a child.
- Coordinate new hire activities by working with various teams and hiring managers to ensure successful employee integration.
- initiate employee off boarding process by completing tasks to effectively separate the employee.
- Support organization-wide communication initiatives which provide updates and results in order to keep employees engaged.
- Maintain organizational charts to match organization requirements.

The Knowledge of:

- Organization policies, procedures, ongoing programs, and other engagement activities. Record keeping requirements.
- Regulations related to handling sensitive personal data.
- Leave management policies and processes.
- Statutory leave of absence requirements (for example: holidays, paid leave, maternity).
- Benefits tracking systems.
- Organization benefits and compensation policies and processes.
- Statutory requirements related to benefits.
- HR Information Systems (HRIS) platforms.
- Onboarding process and logistical arrangements
- Employment lifecycle
- 23 Legal requirements to onboard new employees.
- Organization values, history, organizational structure.
- Off boarding process and logistical arrangements.
- Legal requirements to separate employees.
- Upcoming updates, changes, organization news.
- Employee demographics in order to effectively communicate with all employees.
- Various organizational structures.



**A3**

Talent Management and Development (%19)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Administer measurement tools to determine success of organizational development programs.
- Maintain a process for creating new, and revising existing, job profiles and competencies.
- Support succession-planning program to identify and develop high potential employees for key and leadership positions.
- Administer organization-supported activities to enhance employee participation and engagement.
- Execute organization's performance management strategy by completing appropriate steps in order to achieve organizational goals and objectives.
- Support employee development by administering learning and development programs to achieve desired outcomes by the organization.

The Knowledge of:

- Best practice survey methods.
 - Job analysis.
 - Principles of employment.
 - Market trends.
 - Learning and development tools and methodologies.
 - Coaching and mentoring methods.
 - Organizational structure.
 - Qualitative/quantitative survey and reporting methods.
 - Corporate culture and policies.
 - Emerging HR trends and the impact on the workplace.
 - Organization's performance management strategies and methodologies.
 - Adult learning theories and best practices.
 - Organization's development strategy.
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Revolutionize Your Business By Investing In Your HR

95%

Of Business Executives say hiring & retaining the right talent affects the bottom line.

Of Business Executives say hiring & retaining the right talent affects the bottom line.

71%**83%**

Of Business Executives regard their HR team as a strategic and valuable partner.

Of Fortune 500 companies employ **HRCI** certification holders

85%



A4

Compensation, Benefits, and Work Experience (%17)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Provide total rewards/compensation statements by organizing data to deliver to employees
- Prepare compensation analysis for recommendation in order to acquire and retain talent
- Manage organization recognition and/or rewards program(s) to foster employee engagement and enhance employee experience
- Ensure employees are aware of benefits and compensation for internal comprehension and appreciation
- Recommend and support strategic initiatives to enhance Employee Value Proposition (EVP), culture, and brand
- Ensure equality in total rewards by using job evaluations and salary structure in compliance with organization requirements

The Knowledge of:

- Benefits and compensation strategy and the connection to human capital strategy
- Methods to align and benchmark compensation
- Employee engagement principles and theories to enhance employee experience
- Benefits and compensation programs in extensive detail
- Employee Value Proposition and its effect on employee engagement, talent acquisition, and retention
- Current market data obtained through market studies and salary surveys
- Pay structure techniques



HRCI® Digital Badges

HRCI® digital badges are your proof of certification. HRCI digital badges enable you to enhance your professional brand and digital footprint. With digital badges, you can easily showcase your HR achievements and capabilities on social media, emails, personal websites and resumes. Digital badges protect the integrity of your credential by providing a link to verified data from HRCI that cannot be falsified. HRCI's digital badges allow you to provide employers with easy, valid verification of your credentials, while positioning you at the forefront of this new technology for communicating professional skills.



A5

Employee Relations and Risk Management (%16)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Develop and communicate safety incident investigation to ensure compliance with safety guidelines
- Advise managers and supervisors on proper corrective practices in order to ensure fair and consistent administration of corrective actions
- Administer and educate business units on employee handbook and organization policies in order to ensure internal comprehension
- Support internal and external HR compliance audit process to ensure organization readiness
- Coordinate workplace security protocols and disaster recovery communication plans to ensure workplace safety and business continuity
- Maintain and execute employee grievance procedures by ensuring that each case is properly handled for the purposes of a healthy working environment

The Knowledge of:

- Regional safety laws and guidelines
 - Process management
 - Specific employment laws and guidelines
 - Corrective action methods
 - Organization policies
 - Legal best practices
 - Internal and external audit procedures
 - Proper documentation methods and systems
 - Recordkeeping best practices [hrci.org](https://www.hrci.org) HRCI | PHRI™ Exam Content Outline | 10
 - Business continuity plan development
 - Process mapping and workflow development
 - Local labor compliance and regulations
 - Investigation practices
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A6

HR Information Management (%10)

After complete this functional area the trainee will be able to do the following **Responsibilities:**

- Identify processes to be automated in HRIS by mapping and validating with users to be sure they are properly implemented
- Obtain user requirements to design various processes and ensure alignment with organizational standard operating procedures
- Generate reports and determine metrics as required by users to support business initiatives Provide support for systems change management efforts by facilitating change to ensure user acceptance
- Design training materials and user manuals to ensure users comprehend and utilize systems capabilities
- Maintain security by monitoring user access rights to ensure compliance and data integrity
- Execute regular review and audit of HRIS data to ensure accuracy and appropriate integration with other organization systems in order to achieve effective reporting, compliance, and personnel data output
- Provide support for problems reported by users in collaboration with technical support team to ensure that HRIS operates smoothly and satisfies requirements
- Propose improvements to the system by identifying gaps in current automation to ensure effective and efficient operation of the organization

The Knowledge of:

- Existing business processes within areas of expertise
- Organizational policies and procedures
- Gap analysis 66 Effective data reporting
- Existing HRIS, reporting tools, and other systems
- Change management tools and techniques
- Different communication techniques
- Knowledge management techniques and practices
- Organization structure and responsibilities
- Job profiles to ensure proper access to users
- Ongoing processes the system performs
- Organization HRIS/tools/procedures
- Trends and root causes of problems
- Existing processes in the organization
- User and customer requirements
- Business