SHRM ASSURANCE OF LEARNING® ASSESSMENT
for Graduating HR Students

SHRM’s Assurance of Learning Assessment for graduating HR students is the universal benchmark for students who are completing an HR degree and who have little to no work experience in HR. As part of SHRM’s broader academic initiative, the assessment represents an important step along an HR professional’s career development path. It complements both formal classroom knowledge acquired through a degree program and experiential learning gained through internships.

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<td>Shows employers the student has acquired the minimum knowledge required to be a successful HR professional. Upon passing the exam and achieving the Certificate of Learning, recent graduates have an important advantage over other entry-level candidates.</td>
<td>Helps universities meet the accrediting body’s assurance of learning requirements, by showing that the HR degree program teaches what it states it will teach.</td>
<td>Employers know that the student applicants have taken an additional step to ensure that their degree, complemented by the Certificate of Learning achievement, adequately prepares them for their career in HR.</td>
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E-mail academics@shrm.org to request a complimentary copy of the User’s Guide (for employers and students) and the Technical Manual (for faculty).

ABOUT THE EXAM

The assessment is composed of 160 multiple-choice questions, about 30% of which are scenario-related questions that test the examinee’s ability to apply HR knowledge. The 160 questions are categorized into six overarching content groups covering 18 separate HR content areas, detailed on page 2. Four hours are allotted for each examinee to complete the assessment. The assessment is administered at Prometric test centers around the world. Additional fees apply if an examinee selects a test site outside the U.S.

IS THIS THE RIGHT EXAM FOR YOU?

The assessment is the exam you should take if you are:

- Seeking an HR or HR-related degree, and are a traditional student with little to no work experience.
- A nontraditional student entering the HR profession for the first time even though you have work experience in a field other than HR.

The SHRM Assurance of Learning® Assessment provides a universally recognized benchmark for traditional and nontraditional students with little to no HR work experience to achieve in lieu of certifications offered by the HR Certification Institute, whose eligibility requirements changed in 2011 and require exempt-level professional experience in HR to qualify.

WHO IS ELIGIBLE TO TAKE THE EXAM?

After a student determines that the Assurance of Learning Assessment is the right exam to take, the student must also meet other eligibility requirements. You must provide:

- Information about the degree program you are seeking.
- The university you attend.
- The number of HR-specific courses in the major area of study or concentration.
- The number of topics covered on the exam that you have studied in your coursework.

If eligible, you may take the exam beginning one year before graduation and up to one year after graduation. Apply online at www.shrm.org/assessment/apply.

Please note: If you are a seasoned HR professional with exempt-level experience in HR, even though you are also a student in an HR or HR-related bachelor’s or master’s degree program, you are not eligible to take the Assurance of Learning Assessment. Instead, seasoned HR professionals who are also students should consult eligibility requirements for professional certification exams offered by the HR Certification Institute at www.hrci.org.
universities: volume discounts available!

Universities that require or strongly encourage students to take the assessment, and that wish to buy examination seats for their students, receive discounted rates for any quantity greater than five seats purchased. Specific information about the various discounts available is shown online at www.shrm.org/assessment/university.

WHAT TOPICS ARE TESTED?

Eighteen HR content areas are tested on the exam categorized within six overarching content groups.

1. Training and Development
   • Career planning; Training and development

2. Workforce Planning
   • Workforce planning and talent management; Staffing—recruitment and staffing; Performance management; HR information systems; Metrics and measurement

3. Strategy
   • Organizational strategy; Globalization; Mergers and acquisitions; Managing diversity; Leadership skills

4. Total Rewards
   • Total rewards; Employee benefits

5. Employment Law
   • Employment law; Risk Management—workplace health, safety, security

6. Employee and Labor Relations
   • Labor relations; Negotiation skills

HOW TO PREPARE FOR THE EXAM

This assessment is an exit or capstone exam, and completing coursework toward an HR or HR-related degree program is the primary method of preparation. SHRM has created a Study Guide and additional Review Materials to provide students with a realistic preview of what to expect when taking the exam. Key features of the guide:

• Sources used to write exams.
• A sample 160-item exam that mirrors the operational exams in content, structure and difficulty.
• Answer key and rationales for the sample exam.
• Acronyms of terms that appear on the exam.
• Assumptions that govern the exam.

EXAM RESULTS

Students will receive a score report no later than eight weeks after the test window closes. At the same time, universities receive consolidated reports for all students who attend their respective university and who took the test during the test window.

NEW FOR 2013! ATTENTION UNIVERSITIES AND STUDENTS:

Review materials, including PowerPoint slides with teaching notes and study aids for each of the six overarching content areas, are available for purchase online. These materials are designed to be used in conjunction with the Study Guide. Visit www.shrm.org/assessment for pricing and ordering information. Various options are available in order to customize a Review Materials package to match your study needs.

“The greatest benefit of the guidebook was the practice exam. It was the exact same layout as the actual exam, so I had a realistic picture of what to expect. The answer section also had explanations for every question. It was like a second source of information for learning.”

Biljana Petrovic
Bachelor of Business Administration in Management and Labor Relations—HR Management Track
Cleveland State University

QUESTIONS?

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