

TOP TEN

SHRM CERTIFICATION EXAM TIPS

As a SHRM Education Partner, we have put together our top ten list of study tips to help you accomplish your goal of becoming a certified SHRM-CP® or SHRM-SCP®.

- 1** Practice relaxation techniques just before taking the exam. Research shows that recall is better when you are comfortable and relaxed.
- 2** Trust your first impressions after you are sure you understand the question. Usually your first choice is the right one.
- 3** Avoid over-analyzing. It can cause you to read too much into an answer. If uncertain, skip it and return later. The actual exam will automatically allow you to review skipped questions.
- 4** Identify your answer before reading all the choices. In other words, decide what you THINK the answer will be, and then read the choices.
- 5** Eliminate obvious distracter answers. Generally, there are two distracters. Eliminate them first. The remaining answers will require you to analyze them further, but at least you have a better chance at choosing the right one.
- 6** Look for grammatical clues between the question and the answer choices. For example, the question and the correct answer often have verbs of the same tense and have nouns and verbs that agree. Be cautious about options that grammatically don't fit with the stem.
- 7** "All of the above" is often a correct response. If you can verify that more than one of the other responses is probably correct, then choose "all of the above."
- 8** Notice words like *may*, *can*, *will often*, *rarely*, etc. Often an answer choice will be wrong because it doesn't contain these words but has definitive words like "exactly" and "always" which leaves no room for exception.
- 9** Echo options – if two options are opposite each other, chances are one of them is correct.
- 10** Questions are not state or industry specific, so try to answer based on the broader HR context, not just by thinking about personal experience, or how your company does things.

Learn more about our SHRM-CP and SHRM-SCP Certification Preparation Programs at leadership.eckerd.edu/hr-professionals.

Contact us for more information at **800.753.0444** or ldi@eckerd.edu.



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