



UNIVERSITY OF EDUCATION, WINNEBA
COLLEGE OF TECHNOLOGY EDUCATION
DEPARTMENT OF MANAGEMENT STUDIES EDUCATION
RESIT EXAMINATIONS – JANUARY 2021

PROGRAMMES	BSC ACCOUNTING EDUCATION (LEVEL 300)
COURSE TITLE	HUMAN RESOURCE MANAGEMENT (RESIT)
COURSE CODE	MGT 366
DURATION	2 HOURS
EXAMINER	ERIC ATO MACKIN
INSTRUCTIONS	Candidates are required to attempt TWO (2) questions from the options given below

QUESTION 1

- a. What is the difference between training and development in an organisation? (5 marks)
- b. List and explain two (2) reasons you would give as a manager for instituting training and development programmes in your organisation (5 marks)
- c. “Training is not an expense but a long-term investment on employees”. Discuss (20 marks)

QUESTION 2

- a. Write short notes on the following terms
 - i. Job analysis
 - ii. Job description
 - iii. Job specification
 - iv. Human resource planning (20 marks)
- b. State and explain three (3) ways to gather job analysis data (10 marks)

QUESTION 3

- a. With a relevant example, define performance appraisal in your own words (5 marks)
- b. As the HRM manager of ABC company limited, you intend to institute some performance appraisal tools in your department. Give five (5) reasons to justify this decision. (5 marks)
- c. List four (4) methods of employee appraisal and explain their merits and demerits (20 marks)