

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND
ENTREPRENEURIAL DEVELOPMENT
DEPARTMENT OF ACCOUNTING EDUCATION
END OF SEMESTER EXAMINATION - AUGUST 2021**

PROGRAMME	BSC ACCOUNTING EDUCATION (LEVEL 300)
COURSE TITLE	HUMAN RESOURCE MANAGEMENT
COURSE CODE	MGT 361
DURATION	TWO (2) HOURS
EXAMINER	MRS. THERESA ABA BORTSIE/MR. ATO MACKIN
INSTRUCTIONS	ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS IN THE ANSWER BOOKLET

1. The planning of Human resources is paramount in an organization that seeks to be successful in terms of acquisition, utilization, improvement and preservation of the human resource. Elaborate on five objectives and strategies used under this concept. **[20 marks]**
2. Choose an organization of your choice and elaborate on how they conduct their orientation, stages and benefits involved. **[20 marks]**
3. As a student on attachment at the Human Resource Department of an organization, brief your boss on why training/development for staff, methods to use and how best your organization can evaluate training and development sessions. **[20 marks]**
4. As a Human Resource Expert, advice your management on the best strategies to use in conducting Job analysis considering the coverage, methods to use in collecting data, and steps involved. **[20 marks]**
5. Organizations offer various appointments to people. As head of Human Resource department discuss with management the best source of recruitment to adopt, selection criteria and selection process to use. **[20 marks]**

GOOD LUCK