

**AKENTEN APPIAH-MENKA UNIVERSITY OF SKILLS TRAINING AND  
ENTREPRENEURIAL DEVELOPMENT  
FACULTY OF BUSINESS EDUCATION  
DEPARTMENT OF ACCOUNTING STUDIES EDUCATION  
SUPPLEMENTARY/ RESIT EXAMINATION – JUNE 2021**

<b>PROGRAMME</b>	<b>BSC ACCOUNTING EDUCATION – LEVEL 300</b>
<b>COURSE CODE</b>	<b>MGT 366</b>
<b>COURSE TITLE</b>	<b>HUMAN RESOURCE MANAGEMENT</b>
<b>TIME</b>	<b>2 HOURS</b>
<b>NAME OF LECTURER</b>	<b>ERIC ATO MACKIN</b>
<b>INSTRUCTION(S)</b>	<b>Candidates are required to attempt TWO (2) questions from the options given below</b>

**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)