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FACULTY OF ADMINISTRATION AND MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION
2017/2018 RAIN SEMESTER EXAMINATIONS

Course Code & Title: PUB 334: Personnel Administration

Instruction: Answer any Three Questions

Time Allowed: Two Hours

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1. In line with the thoughts of at least two scholars, define Personnel Administration and discuss extensively the functions of a personnel manager.
2. Define motivation? How useful are the tenets of Abraham Maslow's Hierarchy of Needs in the motivation of personnel in the modern organisation?
3. "Personnel Administration deals not with hiring and firing but with gamut and painstaking analysis of human motivation and with skilful adaptation of means to ends so that each individual may best fit into the organisation through realisation of his inner possibilities" In line with this assertion, discuss Manpower planning and sequentially presents its steps and procedures.
4. "If you don't train them, you can't blame them" (Abel Ubeku, 1996) How relevant is this position to staff performance, efficiency and effectiveness in an organisation? T.
5. Discipline is germane to the success or failure of an organisation. Expatiate on this assertion and explain in sequence the disciplinary actions available in an organisation.
6. Write short note on the following:
 - Communication Process
 - Communication Barriers
 - Channels of Communication