



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS
SCHOOL OF MANAGEMENT SCIENCES
JUNE 2013 EXAMINATION**

Course Code: ENT 325

Credit Unit: 2

Course title: Human Resource Management Principle

Time Allowed: 2hrs

Instruction:

**Attempt question 1 and any other 2 questions of your choice;
Question 1 carries 30 marks while the other carries 20 marks each.
Present your answer legibly and logically using relevant examples.**

- 1a. List and describe the Techniques of Job analysis
- b. Describe the process of Job analysis
2. List the steps in decision-making process and also discuss how decision-making ability can be improved?
- 3a. Describe the functional and organizational role of Human Resources in achieving organizational goals?
- b. Explain the Staff Role in the Personnel Department
- 4a. Differentiate between job description, job specification and employee specification.
- b. State and briefly explain the models of Human Resource Management
5. Discuss the qualities and qualifications necessary for a personnel manager?