



NATIONAL OPEN UNIVERSITY OF NIGERIA
91, CADASTRAL ZONE, UNIVERSITY VILLAGE, JABI, ABUJA
FACULTY OF MANAGEMENT SCIENCES
EXAMINATION QUESTION 2020_2₁₂₂₄

COURSE CODE: BUS 325

CREDIT UNIT: 3

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

Time: 2hours 30minutes

Instruction: 1. Attempt question number one (1) and any other three (3) questions

2. Question number one (1) is compulsory and attracts 25 marks, while any other three questions attract 15 marks each

3. Present your answers or points in a clear and orderly manner

- 1a. Discuss briefly the management functions of personnel management.
- 1b. Explain briefly the operative functions of personnel management.
- 2a. What are the aspects involved in organizational analysis.
- 2b. Define the term departmentalization and the important bases of departmentalization.
- 3a. Briefly examine the qualifications and qualities of a personnel manager.
- 3b. Differentiate between formal organization and informal organization.
4. Briefly discuss the three (3) important approaches to research design
5. What is job description and identify the steps involved in preparing a job description.
6. Define the term performance appraisal and give reasons why employees should be appraised.