



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
**14/16 AHMADU BELLO WAY, VICTORIA ISLAND,**  
**LAGOS**  
**SCHOOL OF MANAGEMENT SCIENCES**  
**SEPTEMBER/OCTOBER 2015 EXAMINATION**

**COURSE CODE:** ENT325 **CREDIT UNIT:** 2

**COURSE TITLE:** HUMAN RESOURCE MANAGEMENT PRINCIPLE

**TIME ALLOWED:** 2 HOURS

**INSTRUCTIONS:**

1. Attempt question number one (1) and any other (2) questions.
2. Question number 1 carries 30 marks, while the other two (2) questions carry 20 marks each.
3. Present all your points in coherent and orderly manner.

**QUESTION 1:**

- a. Explain job description and how the preparation is done? **15marks**
- b. Define the term “recruitment” and list all the areas of recruitment open to a public agency. **9marks**
- c. With relevant examples, state the qualities of a personnel manager. **6marks**

**QUESTION 2:**

- a. Organization analysis is the basis for organizational design. List Ten (10) organization analysis you know. **10marks**
- b. State the steps in designing organizations. **5marks**
- c. What is Performance Appraisal? **5marks**

**QUESTION 3:**

- a. Differentiate between the trait theory and situational theory approaches to leadership as a concept. **10marks**
- b. Explain the need for training in an organisation **10marks**

**QUESTION 4:**

- a. Explain five (5) models of communication. **10marks**
- b. Define training and list barriers to effective communication. **5marks**
- c. Enumerate three (3) types of training in an organization **5marks**

**QUESTION 5:**

- a. Define Management Development. List the various methods of Management Development. **12marks**
- b. Human Resource Management and Personnel Management are often used interchangeably, but are not the same. Discuss. **8marks**