



**UNIVERSITY COLLEGE TATI (UC TATI)**

**FINAL EXAMINATION QUESTION BOOKLET**

COURSE CODE	: BCS 2733
COURSE	: HUMAN RESOURCE MANAGEMENT
SEMESTER/SESSION	: 2 - 2024/2025
DURATION	: 3 HOURS

**Instructions:**

1. This booklet contains 5 questions. Answer **ALL** questions.
2. All answers should be written in answer booklet.
3. Write legibly and draw sketches wherever required.
4. If in doubt, raise your hand and ask the invigilator.

**DO NOT OPEN THIS BOOKLET UNTIL YOU ARE TOLD TO DO SO**

**THIS BOOKLET CONTAINS 4 PRINTED PAGES INCLUDING COVER PAGE**

**QUESTION 1**

- a) Define human resource management (HRM) and human resource planning (HRP) (4 marks)
- b) Describe **FOUR (4)** steps involved in human resource planning (HRP) process. (8 marks)
- c) Manpower demand forecasting should be based on internal and external factors. List **THREE (3)** internal factors and **THREE (3)** external factors. (6 marks)
- d) List **FOUR (4)** techniques for manpower forecasting. (4 marks)

**QUESTION 2**

- a) Define job analysis. (2 marks)
- b) Underline **THREE (3)** purposes of job analysis. (3 marks)
- c) Compare between job description and job specification. (4 marks)
- d) Justify the need for a reference check and background inquiry. (3 marks)
- e) Examine **THREE (3)** types of tests in selection process. (6 marks)

### QUESTION 3

- a) Define job evaluation. (2 marks)
- b) Give **THREE (3)** objectives of job evaluation. (3 marks)
- c) Analytical and non-analytical methods were used in job evaluation process. Illustrate **TWO (2)** non-analytical techniques. (4 marks)
- d) Differentiate primary compensation and incentive compensation. (4 marks)
- e) Give **THREE (3)** objectives of compensation. (3 marks)

### QUESTION 4

- a) Differentiate minimum wages and fair wages. (4 marks)
- b) Present **FOUR (4)** major components of job satisfaction. (4 marks)
- c) Find **THREE (3)** controversies regarding pay for performance plans. (6 marks)
- d) Distinguish termination and dismissal. (8 marks)

### QUESTION 5

- a) Differentiate human resource rules and human resource policies. (4 marks)
- b) Discuss **FOUR (4)** areas of human resource procedure and policies. (8 marks)
- c) List **FOUR (4)** key components of effective human resource policies. (4 marks)
- d) Explain **THREE (3)** roles of human resource policies in employee relations. (6 marks)

----- End of question -----