



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 -----