UNIVERSITI TEKNOLOGI MARA
TEST 1
ODL

COURSE	**: INTRODUCTION TO PUBLIC PERSONNEL MANAGEMENT**
COURSE CODE	**: PAD215**
TIME	**: 1 HOUR 30 MINUTES**

SUBMISSION INSTRUCTION

1. Students are allowed to refer to books or other resources (open book), however students are **NOT ALLOW TO COPY AND PASTE** from any resources including from friends. **Any students who disobey this will be given 0 mark**.
2. Students need to answer in a Word Document (docx.), the format is **TNR, 12, double spacing, justified.**
3. Students need to **e-mail** the answer by **11.30 am**.
4. Please put **TEST PAD215** as the *subject of the email*.
5. Please **rename** the Word Document according to this format

Date Name(ID) Group
Exp – 060220 Name(ID) 2A5

6. **Attach** the Word document in the email. The document **must consist of your name, your group and metric number.**
7. Write **your answer using the same document** (the question paper) that you downloaded

Email to: salwatarip@uitm.edu.my

Best of Luck

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QUESTION PAPER INSTRUCTION

1. This paper consists of 6 pages including the **SUBMISSION INSTRUCTION** and **QUESTION PAPER INSTRUCTION**
2. The question consists of **THREE (3)** different parts: PART A - 15 Questions - 15 Marks
   PART B - 10 Question - 10 Marks
   PART C - 4 Questions - 20 Marks
3. Answer **ALL** questions.

NAME	
STUDENT ID	
Group (A5/A6/A7/A8)	

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PART A (True and False)

Question		Answer (T/F)
1.	Employees who participate in required training courses and worked-based development activity during work time reported higher job satisfaction and organizational commitment thus the reason why career development in organization is important.	
2.	Medical benefits for those who suffers employment injury is part of mandatory fringe benefits that must be provided by employer.	
3.	Offering dual-career couples flexible working hours is one of the ways to help them develop their career.	
4.	Public Personnel Administration (PPA) is the division of human resources which deals with employees working for a non - governmental entity or related profit organization. that is concerned with the acquisition, development, utilization and compensation of a public organization's workforce.	
5.	A career is a future position one strives to reach as part of career	
6.	Personnel administration is the policies and practices involved in carrying out the "people" or human resource aspects of a management position including recruiting, screening, training, rewarding and appraising.	
7.	Establishment of Returning Expert Program is part of Public Personnel Administration effort in realizing its functional objectives.	
8.	According to Mondy (2014), selection is a process of choosing the best individual suited for a specific position in an organization from pool of candidate.	
9.	In career development, it is the responsibility of an employer in assessing their own interests, skills and value and to constantly seek career information and resources.	
10.	There are few types of interview available for selection such as behavioral interview that is used to identify applicant's past behavior in specific situations.	
11.	Compensation can be divided into two types which is direct financial and indirect financial compensation.	
12.	Factor comparison system is using the method whereby raters will identify several evaluation factors, determined degree of difficulty of each job according to the factor scales and rank the money allocation appropriate for the job.	
13.	Some organization test their applicants through Graph Analysis test by analyzing their handwriting to make employment decision through the Big Five Test. Applicants handwriting analyzed based on its size and slant of letters, amount of pressure applied, placement or writing on a page. This will will give employer information about applicant's personality traits, intelligence, energy, creativity, integrity, emotional maturity and people skills of the candidate.	
14.	Reference checks and background investigation is the sixth step in selection process that is used to gain additional insights into the information provided by applicants and to verify its accuracy.	
15.	Job knowledge test in employment test is a type of achievement test to measure candidate knowledge and understanding regarding the duties of	

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	the job.	

PART B (Multiple Choice Questions) – Please write your answer in the box provided A/B/C/D

	ANSWER
1. Human resource management is the development and implementation of systems in an organization for	
A. attracting, developing and retaining high performing workforce.	
B. Planning, developing and retaining high performing workforce	
C. the most valuable assets in the organization	
D. effective and efficient use of human talent	
2. The public service Commission of Malaysia's function under Article 144(1) of the Federal Constitution stipulated 6 main functions of the commission which are, I. Appointment II. Confirmation of service III. Disciplinary control IV. Conferment into pension status	
A. I, II, III	
B. II, III, IV	
C. I, III, IV	
D. I, II, III, IV	
3. Societal objectives of Public Personnel Administration mean they need	
A. to recognize that personnel administration exists to contribute to organizational effectiveness	
B. to maintain the personnel contribution at a level appropriate with organization's need	
C. to be socially responsible to the need and challenges of society by socially and ethically responsible - implement programs to improve quality and work-life balance of workforce	
D. to assist employee with their personal goals	
4. Below are the challenges faced by Public Personnel Administration due to globalization except	
A. Employers offshoring	
B. Increase competition	
C. Borderless economy	
D. Utilization of technology	
5. Group interview is the type of interview where	
A. Several interviewers interview the candidate simultaneously and combine their ratings to make up total score	
B. Several applicants interviewed by one or more interviewers	
C. Several interviewers interviewing an applicant	
D. Applicant meet one to one with interviewer	

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ANSWER

6. Reference checks and background investigation is one of the steps involved in selection process. Below are some of the background investigation done by an organization except	
A. Medical check	
B. Integrity test	
C. Professional Licenses	
D. Criminal record checks	
7. In determining employee financial compensation, there are several things that factors that will be taken into account I. Cost of living II. Seniority III. Job performance IV. Competitors	
A. I, III, IV	
B. II, III, IV	
C. I, II, III	
D. I, II, III, IV	
8. Job ranking system is	
A. a system where a group of job will be defined into classes or grade	
B. a system where all positions in an organization will be ranked based on hierarchy	
C. a system where jobs is evaluated based on its compensable factors	
D. a system where jobs is evaluated based on its degree of difficulty	
9. Career self-management training is used	
A. To assign employees of higher rank to coach, advice, and encourage individuals with the career development and psychological aspects in career planning and development.	
B. To offer consultations and resources for career developmental programs and activities**.**	
C. To encourage formal and informal discussion between superior and subordinate on the most suitable career planning and development activities based on the organization's performance appraisal system	
D. To assist employees, learn to continuously gather feedback and information about their career and encouraging them to prepare for mobility	
10. These are some of the importance of career development except	
A. Increase loyalty of an employee	
B. Stunt employee chance to grow	
C. Expand career opportunity	
D. Taps employee potential	

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PART C (Short Essay) – Please write your answer under each question

1. Female employees are the largest group of workforces in public sector. The career development for this group has been stagnant and many are facing difficulties in advancing due to the existence of so called, **Glass Ceiling**. However, these days there are various ways of eliminating this problem. With example, give **ONE (1)** way to eliminate women's barriers to career development.
2. Promotion is referring to the movement of a person to a higher-level position in the organization. Briefly explain **TWO (2)** bases of job promotion.
3. In determining employee's mix wages, organization will have to consider both the internal and external factors. Briefly explain the relation between **employee's relative worth** and their mix wages.
4. In determining employees' compensation package, there are several methods that can be used by an organization. Briefly explain **pay structure decision** method in determining it.

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