HRM1501 – ASSIGNMENT 02 (SEMESTER 01) (2020)

Assignment 02	
(Workbooks 7 – 12)	
Due date	**Unique number**
3 April 2020	653591

The mark obtained for Assignment 02 will contribute 30% towards your final mark for this module. This assignment should be submitted on or before the due date.

You may type your assignment on your word processor and then convert the assignment to an Adobe Acrobat (pdf) document. Assignment 02 can only be submitted in pdf format. No other formats will be accepted. This assignment must be submitted online via myUnisa.

To submit Assignment 02 on myUnisa you need do the following:

1. **Go to myUnisa (http://myunisa.ac.za) and log in with your student number and password**
2. **Select the HRM1501 in the row of modules displayed in the orange blocks at the top of the webpage**
3. **Click on the Assessment info tab from the menu on the left-hand side of the screen**
4. **Click on the assignment number that you wish to submit and follow the instructions.**

Learning outcomes

You should be able to

- define selection
- discuss the selection process
- discuss the role and importance of the selection interview
- outline the legal issues pertaining to the selection of job applicants
- develop and conduct a reference check
- state the requirements of a job offer
- explain the purpose of an orientation programme
- outline the topics to be included in an orientation programme
- discuss the influence of legislation on training in an organisation
- distinguish between the various types of flexible benefits
- explain the meaning of flexible benefits and indicate how organisations can put them to good use in retaining employees

QUESTION 1

Read the scenario below and answer the questions that follow:

Bonsele Consulting is a small furniture manufacturing company. In 2018, the company decided to expand by opening several new branches throughout South Africa. Because of this expansion, the company has advertised several positions, including the position of HR practitioner. To achieve its aims and objectives, the company must recruit employees who have the necessary expertise and qualifications as well as the right mind-set to contribute positively to the organization. Among the applicants is Steven Furtak, a young white male who has a BCom degree in HR. To ensure that the company is not discriminating when recruiting candidates, all the steps in the selection process have to be followed.

Open Rubric

1.1 Describe the concept "selection". (2)

1.2 An interview is one of the steps in the selection process. Describe the concept 'interview' and distinguish between structured and unstructured interviews. (7)

1.3 If Bosele is to do a reference check before the appointment of several candidates, what could be the purpose of conducting this check? (3)

1.4 Among the applicants is Steven Furtak, a young white male who has a BCom degree in HR, identify reasons why the use of assessment tests may not be prohibited. (3)

1.5 In a job offer, it is not necessary to include the name of the immediate supervisor. What are the main aspects to be included in a job offer? (3)

1.6 Define the concept ''orientation'' and identify six (6) purposes of orientation. (7)

Total [25 marks]

QUESTION 2

2.1 Bonsele as an employer is required to train their employees. Identify the legislation that stipulates the requirement to train employees at Bonsele and state the purpose of this legislation. (2)

2.2 The Occupational Health and Safety Act 85 of 1993 makes provision for the duties and responsibilities of employers as well as those of employees with regard to health and safety in the workplace. Identify six (6) employee responsibilities as required by the Occupational Health and Safety Act 85 of 1993. (6)

2.3 Name and discuss four (4) major components of a performance management system (8)

Read the scenario below and answer questions 2.4 and 2.5:

Bonsele Consulting has been in business since 2013 and expanded by opening several new branches throughout South Africa. Management would like to ensure that messengers across the branches are compensated in line with market-related rates and offer flexible benefits.

2.4 Distinguish between the two categories of flexible benefits as offered by Bonsele Consulting? (4)

2.5 What would you say are the reasons for Bonsele Consulting in managing their employee benefits. (5)

[25 marks]

TOTAL [50 MARKS]