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UNITY UNIVERSITY COLLEGE

SCHOOL OF DISTANCE AND CONTINUING EDUCATION

Worksheet for Human Resource Management (Mgmt 232)

This is a test paper you are expected to do on your own. It carries 15 points. The test paper should be completed and mailed to the School of Distance and Continuing Education for evaluation. Do not try to complete the worksheet until you have covered all the lessons and exercises in the course material.

Any questions in the course that you have not been able to understand should be stated on a separate sheet of paper and attached to this worksheet. Your tutor will clarify them for you.

After completing this test paper, be certain to write your Name, Id.No and Address on the first page. Only your Name and Id.No on the other pages.

Part I. On the left hand side of each of the following, write "Yes" if you agree with the statement and "No" if you disagree. ***(5 points)***

_____1. There are often conflicts and controversies on the question of what would be the basis and the objections of compensation.

_____2. Performance analysis as opposed to task analysis, refers to the analysis of a job or jobs.

_____3. The functions of management should dwell on managing business, workers and the work but surely not to manage managers.

_____4. Theories of Human Resource Management forward that white collared workers are first affected by lay-offs than even hourly-paid ones

_____5. More often than not, modern organizations play a key role in the development of a worker's career.

_____6. Compensations refer not to such intrinsic rewards like recognition but they refer to the extrinsic rewards like salary.

_____7. In practice, personnel policies attempt to specify relationships between managers and labor.

_____8. Promotions should not be based on the rank of the job but on the rank of the person.

_____9. Since transfers are normally conducted on a lateral basis, successful transfers are operational even without properly written job analysis.

_____10. Job satisfaction of an employee refers to the employee's general attitude or happiness with the job situation.

Part II. Multiple Choices ***(6 points)***

Choose the best answer and write the letter of your choice in the space provided.

_____1. The work force in the twenty first century, like in the past, will not be diverse in:

A. areas of specialization
B. sex
C. educational statuses
D. only A and B
E. none of the above

_____2. The first line/supervisory management concentrates on:

A. lack of knowledge on self-evaluation
B. dealing with the problems of absenteeism
C. implementation of personnel policies
D. only A and B
E. only B and C

_____3. In preparing for an interview, and before the candidate comes in, it is essential that the interviewer(s):

A. arrange(s) a location which is private, quiet and even comfortable
B. allow(s) and tolerate(s) gaps and discrepancies in the information given by the candidate
C. exposes all information on the desk
D. all of the above
E. none of them

_____4. There are sequential orders in any selection processes which all managers are expected to follow. These are:

A. application form, interview, job analysis, recruitment, HR planning
B. recruitment, job analysis, HR planning, interview, application form
C. job analysis, HR planning, recruitment application form, interview
D. both B and C are correct
E. no orderly sequence provided

_____5. It is in the management of people that a manager's capabilities are tested because:

A. modern employees expect better treatment
B. different individuals are possessed with different personalities
C. modern employees use more advanced and sophisticated technologies
D. all of the above
E. only C and B

_____6. In an attempt to decide "feasibility hiring", one has to consider:

A. cost of
B. benefits in
C. the consequences of hiring
D. all of the above
E. only A and B

_____7. While modern organizations are faced with numerous challenges in their day-to-day operations, the following-appear to be recurring:

A. designing and structuring activities
B. reducing speed and complexidies
C. improving quality and competitiveness
D. only A and B
E. only A and C

_____8. Quality of work life, an essential ingredient in the "jungle" of Human Resource Management, embodies:

A. availability and security of employment
B. red tape and bureaucracy
C. supervision and control of the work of peers and superiors
D. all of the above
E. none of the above

_____9. An industrial democracy may be established where:

A. labor layouts are to be protected by top management
B. there exists permitted conflict
C. there is a recognition of human rights in the firm
D. capitalizing on material benefits of workers is vividly seen
E. none of the above

_____10. Organizations that are able to acquire, develop, stimulate and retain capable workers are referred to as:

A. efficient
B. effective
C. both efficient and effective
D. bureaucratic
E. reutinized

_____11. Which of the following is wrong, positive discipline refers to:

A. rewards
B. performing one's task in line with rules that have been laid down
C. reinforcement of approved personnel action
D. constructive support
E. all except C and D

_____12. In an attempt to feasibility hiring one has to consider:

A. costs
B. benefits
C. consequences of hiring
D. consequences of not hiring
E. all of the above

Part III. Answer the following as briefly as possible ***(4 points)***

1. Any two preliminary steps in recruitment include:
   a. _____
   b. _____
   c. _____
2. What do you understand by the term "Personnel Policy"?

   _____

   _____

   _____
3. Draw a chart to show the intermarriage of Organizational and Employee policy.
   Say a word or two about your chart.

4. Performance appraisal is an approach of

   _____

   _____

   _____