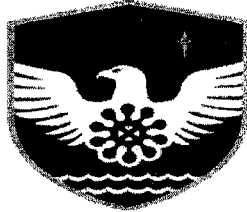


CENTRAL UNIVERSITY



END OF SECOND SEMESTER EXAMINATION: 2020/2021

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
CBFW 105
FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
LEVEL 100
MORNING, EVENING & WEEKEND
(MIOTSO & MATAHEKO)

DURATION: 2 HOURS

STUDENT ID No.....

INSTRUCTIONS

DO NOT TURN OVER THIS PAGE UNTIL YOU HAVE BEEN TOLD TO DO SO BY THE INVIGILATOR

Lecturers: Michael Ntow & Frederick Frimpong

TIME ALLOWED 2 HOURS: SECTION A: (25 MARKS)

1. I provide information about different jobs so that jobs which deserve higher pay can be so rewarded. Who am I ?
 - (a) Job description
 - (b) Job design
 - (c) Job evaluation
 - (d) Job specification
2. Job descriptions are often designed for the following purposes except
 - (a) To set authority limits
 - (b) Verify potential future events
 - (c) To detail responsibilities
 - (d) To specify the tasks of a given position
3. I am a qualitative method that calls for a facilitator to solicit and collate written expert opinion on labour forecast. What is my name?
 - (a) Delphi technique
 - (b) Nominal group technique
 - (c) Regression analysis
 - (d) Gap analysis
4. Organisational conflict may emerge as a result of the following except.....
 - (a) Right verses duties
 - (b) Discipline verse autonomy
 - (c) Personal goals verse subjective
 - (d) None of the above
5. One of the importance of employee orientation is that it.....
 - (a) Lower turnover
 - (b) Lower employee commitment
 - (c) Decrease productivity
 - (d) Stifles employee morale and commitment
6. In the strategic recruiting stages, training of recruiter is said to be under.....
 - (a) Human Resource Planning
 - (b) Organisational Responsibilities
 - (c) Strategic Recruiting Decision
 - (d) Recruiting Methods
7. Which of these economic factors does not affect the role and function of human resource management?
 - (a) National per capita income
 - (b) Industrial production
 - (c) Growth rate and strategy

13. The practice of creating, acquiring, capturing, sharing and using ideas of whatever it resides to enhance learning and performance of an organisation is known as
- (a) Human Capital Management
 - (b) Knowledge Management
 - (c) Knowledge Sharing
 - (d) Training and Development
14. In human resource management, the act of posting a job to attract individuals both internally and externally is known as :
- (a) Recruitment
 - (b) Re-institution
 - (c) Selection
 - (d) Succession
15. An organisation will have a much greater choice in human resource if it decides to go in for external recruitment. In this regard. Which of the following is not a source of external recruitment
- (a) Campus Recruitment
 - (b) Display on Advertisements
 - (c) notice board
 - (d) Unsolicited Applicants
16. Which of these socio-economically factors does not affect human resource planning in organisation?
- (a) Inflation
 - (b) Political stability
 - (c) Unemployment
 - (d) Prevailing market conditions
17. One of the underlining principles of F.W Taylor and his scientific management is the focus on:
- (a) Humans as the most important asset
 - (b) More output from humans
 - (c) Increasing motivation
 - (d) The use of science in managing humans
18. An informal, unplanned training and development activity provided by supervisors and / or peers is known as.....
- (a) Learning by objectives
 - (b) Mentoring
 - (c) Coaching
 - (d) Succession planning

19. In the job analysis process, the analyst is expected to verify the job analysis information with the worker in order to:
- (a) Analyse the jobs
 - (b) Assess the worker
 - (c) Gain acceptance
 - (d) Promote
20. While conducting job analysis, the ` Observation Methodology` is useful when:
- (a) Job is repetitive in nature
 - (b) Job is market oriented and requires more data
 - (c) Job requires more intellectual skills to complete
 - (d) Job consist of observable physical activity
21. The following are the characteristics of human resources for competitive advantage except
- (a) Capable of adding value to the organization.
 - (b) Being unique or rare among competitors
 - (c) Must not be imitable
 - (d) Being substitutable by any other means
22. The "P" that provides guidance to thinking, that is, tells employees what to do and what not to do is called.....
- (a) Philosophies
 - (b) Programmes
 - (c) Policies
 - (d) Procedures
23. The following are the characteristics of human resources for competitive advantage except:
- (e) Capable of adding value to the organization.
 - (f) Being unique or rare among competitors
 - (g) Must not be imitable
 - (h) Being substitutable by any other means
24. Shortage in gap analysis may be resolved with the following except:
- (b) Downsizing
 - (c) Recruiting
 - (d) Overtime
 - (e) Casual labour
25. External labour supply may consider the following factors except:
- (a) Demographic factors
 - (b) Education of workforce
 - (c) Mobility of labour
 - (d) Succession planning

SECTION B: 20 MARKS

This section contains 20 true or false statements, Answer each question by selecting the appropriate response from the alternatives (20 MARKS)

26. The process of identifying, developing and tracking key individuals for executive positions is referred to as succession planning. True/False
27. The formulation and implementation of the entire human resource planning process is not the sole responsibility of the human resource manager. True / False
28. One of the most reliable strategies in forecasting labour demand is the use of the Human Resource Information System (HRIS) which has bio-data of all employees. True or False
29. For organisations to achieve its goal or objectives, it must first conduct job analysis to determine job description and job specialisation before conducting human resource planning. True / False
30. Recruitment is different from selection because selection involves choosing the right person for the job. True / False
31. One of the major benefits training brings to employees is that it leads to fewer purchase returns and complaints. True/ False
32. It is often argued that HRM does place much emphasis on management of culture in organization as compared with Personnel management. True / False
33. Performance management tends to be backward looking concentrating on what had gone wrong rather than looking to future developmental needs. True / False
34. Whenever an organization goes international all its HRM functions is also internationalized. True / False
35. Most of the information collected from employees on job analysis does not suffer from judgmental bias. True / False
36. Experts believe that the quality of job analysis is independent of the job analyst. True / False
37. The major tool or technique that can help human resource managers to become more proactive to the environment is called assessment tool. True / False

38. Organizational goals are broader in nature while objectives are specific to achieve. True / False
39. In human resource planning, once the human resource needs of an organization have been identified, there is no need for developing blue prints because it is the sole responsibility of top management to decide. True / False
40. Scholars and theorists often criticize human resource planning strategy because of scientific calculation of HR requirement. True / False
41. The state involvement in the product and labour market to an extent does have an effect on human resource policies of organisations whether local or multi-nationals. True / False
42. The formulation and implementation of the entire human resource planning process is the sole responsibility of the human resource manager. True / False
43. One of the most reliable strategies in forecasting labour demand is the use of the Human Resource Information System (HRIS) which has bio-data of all employees. True / False
44. Strategic objective of human resource planning is reducing dependence on external recruitment when key skills are in shortage in the labour market. True/False
45. Practically, human resource strategy should be determined by the overall organisational strategic direction of an organisation to ensure they complement each other successfully. True or False

SECTION C: Answer only ONE question (15 MARKS)

1. a, Define Rewards Management. (3 Marks)
- b, Explain the two (2) elements of Rewards management. (4 Marks)
- c, Identify and explain Five (5) functions of Human Resource Managers. (8 Marks)
2. a, Define Performance management. (2 Marks)
- b, Identify Three (3) purposes of Performance management. (3 Marks)
- c, Discuss the performance management process. (10 Marks)