INSTRUCTIONS

1. Answer FOUR questions
2. Show all your workings.
3. Candidates are advised not to write on the question paper
QUESTION ONE (15 MARKS)
   a. You have been approached by the general manager of Goody-Goody Company that is experiencing poor performance and has ideas that it is due to poor job design, as a specialist in Human Resource Management advice appropriately (10 marks)
   b. In the current field of Human Resource Management, Auditing is crucial. Discuss using appropriate examples. (5 marks)

QUESTION TWO (15 MARKS)
   a. In many occasions, recruitment has been mistaken for selection, in line with this statement, explain the differences between the two terms using relevant examples. (10 marks)
   b. Discuss the differences and similarities between placement and induction as used in Human Resource Management (5 marks)

QUESTION THREE (15 MARKS)
   a. You have been asked to draw up a training programme for a particular group of staff (use your own discretion in selecting a group you are familiar with). Describe and evaluate the steps you would take prior to drawing up such a plan. (10 marks)
   b. There are a number of vacancies in your organization and a re-evaluation of recruitment procedures is necessary. Outline and evaluate the importance of every step to be taken during the recruitment process. (5 marks)

QUESTION FOUR (15 MARKS)
   a. Selection is the second part of the process of acquiring new staff. Choose THREE methods that give the HR staff clearer information about candidates and enable successful selection and appointment. (6 marks)
   b. Analyze FIVE characteristics of a successful leader/manager. How can ONE such characteristic be developed within a management development programme? (9 marks)

QUESTION FIVE (15 MARKS)
   a. Training and development are key to long-term success for any organization. Analyze and give examples, in each case, the key elements of training and development. (9 marks)
   b. Using relevant examples analyze THREE pitfalls/disadvantages if the standard recruitment and selection procedure is not followed. (6 marks)

QUESTION SIX (15 MARKS)
   a. Describe and evaluate THREE methods of assessing potential recruits to the organization. Analyze the benefits of EACH method chosen, explaining how EACH will improve the selection process. (9 marks)
   b. Discuss those types of training considered to be effective in the workplace and briefly justify the costs of such effective training. (6 marks)
MBA 837: EMPLOYEE PROCUREMENT AND DEVELOPMENT

Course Description
The course aims at giving an understanding of the employee procurement and development and to sensitize students to various facts of managing people and to create an understanding of the various policies and practices of employee procurement and development.

Course Learning Outcomes:
At the end of this course, students should be able to:
✓ Understand the Process and objectives of Human Resource Planning
✓ Understand Job analysis and description
✓ Understand the Recruitment policy and process
✓ Understand the Various Sources of Recruitment and selection procedure
✓ Understand Steps in the Selection Procedure, Placement and know the types induction program
✓ Understand the evolution and functions of HRD
✓ Identify the content, process and the outcomes of HRD applications
✓ Evaluate and understand diversity issues and their impact on organizations

LECTURE ONE (3 hours)
✓ Introduction
✓ Human Resource
✓ Human Resource Management (HRM)
✓ The personnel function of management

LECTURE TWO (3 hours)
✓ Staffing in Organization
✓ Recruitment policy and process
✓ Selection and induction.

LECTURE THREE (3 hours)
✓ Human Resource Planning
✓ HR audit

LESSON FOUR (3 hours)
✓ Job analysis,
✓ Job description,
✓ Job specification
✓ Job evaluation

LESSON FIVE (3 hours)
✓ Job designs
✓ Work Force Reduction
LESSON SIX (3 hours)
✓ Realignment and Retention
✓ Challenges facing HR procurement

LESSON SEVEN (2 hours)
CAT

LESSON EIGHT (3 hours)
✓ Training,
✓ Training phases,
✓ Need Assessment
✓ Establishment of Training objectives

LESSON NINE (3 hours)
✓ Training methods
✓ Training manuals

LESSON TEN (3 hours)
✓ Preparation of a training programme
✓ Evaluation of a training Programme

LESSON ELEVEN (3 hours)
✓ Management development

LESSON TWELVE (3 hours)
✓ Evaluating HRD programs.

LESSON THIRTEEN (3 hours)
✓ Case studies and presentations

LESSON FOURTEEN (2 hours)
CAT

Reading List
5. Srinivas Kandula, 2001 Strategic Human Resource Development, PHI Learning,
6. Uday Kumar Haldar, 2009 Human Resource Development, Oxford University Press,
7. Werner & Desimone, 2006 Human Resource Development, Cengage Learning,

Teaching Methodology
Class lectures, presentations and discussions

Continuous Assessment Test ------40%

Final Examination-------------------60%