



FINAL
Examination Paper

(COVER PAGE)

Session : January 2020

Programme : Diploma in Business (DIB)

Course : **HRM2100: Fundamentals of Human Resource Management**

Date of Examination : March 20, 2020 (Friday)

Time : 8.00am – 10.00am Reading Time : Nil

Duration : 2 Hours

Special Instructions :

Answer all **FOUR (4)** questions in the answer booklet provided.

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : **Claudine Shalini** and Ng Huey

Moderator : Ms Kannaki S Narayansamy

This paper consists of 3 printed pages, including the cover page

DIPLOMA IN BUSINESS PROGRAM (DIB)
HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
FINAL EXAMINATION: JANUARY 2020 SESSION

Instruction: This paper consists of **FOUR (4)** questions Answer **ALL** questions in the answer booklet provided. All questions carry equal marks.

Question 1

- (a) Jones Company Limited recruited some potential candidates for Accounts Clerk. List discuss **FIVE (5)** suitable selection test to be used to hire the right candidate (15 marks)
- (b) Jones Company was planning to recruit some fresh graduates to fill up some vacancies in the Sales and Marketing Department. Define recruitment and discuss **THREE (3)** suitable recruitment methods for this company. (10 marks)

Question 2

As a HR manager for Inti International College subang you are required to plan for interviews to hire three new business lecturers for school of business and communications.

- (a) (i) Define interview (1 mark)
- (a) (ii) State and discuss **THREE (3)** suitable types of interviews (9 marks)
- (b) Using relevant examples, explain the **training process** (15 marks)

Question 3

- (a) List and explain **FIVE (5)** basic functions of Human Resource Management (10 marks)
- (b) Human Resource today has gone through many changes and evolution. Using relevant examples, explain **FIVE (5)** trends that has caused the biggest impact of change in Human Resource Management over the years (15 marks)

Question 4

Performance appraisals are essential for the effective management and evaluation of employees.

(a) With the support of relevant examples, list and discuss **FIVE (5)** reasons for a manager to appraisal his/her subordinates.

(15 marks)

(b) Identify and discuss **FIVE (5)** factors that affect wage and salary structure.

(10 marks)

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