



FINAL  
Examination Paper

(COVER PAGE)

Session : AUGUST 2017

Programme : Diploma in Business (DIB)

Course : HRM2100: Fundamentals of Human Resource Management

Date of Examination : 7 December, 2017 (Thursday)

Time : 11:00 am – 1:00 pm Reading Time : Nil

Duration : 2 Hours

**Special Instructions** :

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

Materials permitted : Nil

Materials provided : Nil

Examiner(s) : Vasanthakumar, Claudine Shalini Kenel, Ng Huey Miin

Moderator : Ms Kannaki S Narayansamy

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

DIPLOMA IN BUSINESS PROGRAMME (DIB)  
HRM2100: FUNDAMENTALS IN HUMAN RESOURCE MANAGEMENT  
FINAL EXAMINATION: AUGUST 2017 SESSION

**Instruction:** This paper consists of **SIX (6)** questions. Answer any **FOUR (4)** questions in the answer booklet provided. All questions carry equal marks.

**Question 1**

Discuss **FIVE (5)** factors that affect the management of an organizations human resources and support your answer with appropriate examples. (25 marks)

**Question 2**

List and discuss **FIVE (5)** methods of appraising employees' performance. (25 marks)

**Question 3**

New employees start getting emotionally attached to an organization with the help of employee orientation.

- a) Using relevant examples, list and discuss **FOUR (4)** function of employee orientation. (16 marks)
- b) Using relevant examples, explain any **THREE (3)** types of training. (9 marks)

**Question 4**

- a) List and discuss **FOUR (4)** sources of background investigations and reference checks. (16 marks)
- b) List and explain **THREE (3)** limitations of background investigations and reference checks. (9 marks)

**Question 5**

List and discuss with appropriate examples, the **FIVE (5)** steps involved in setting up a union to be recognized by employer. (25 marks)

**Question 6**

- (a) Identify and explain **FOUR (4)** possible mistakes that often happen during an interview. (16 marks)
- (b) Discuss **THREE (3)** ways to conduct an interview: (9 marks)

~ **The End** ~  
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