

 **INTI** International  
University & Colleges

**FINAL**  
Examination Paper

(COVER PAGE)

Session : APRIL 2018

Programme : Diploma in Business (DIB)

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

Date of Examination : July 30, 2018 (Monday)

Time : 11.00am – 1.00pm 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) : **Claudine Shalini Kenel**, Ng Huey Miin, Ihsan Bin Mahmood,  
Vasanthakumar, Beverly V Usit

Moderator : Ms Kannaki S Narayansamy

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

DIPLOMA IN BUSINESS PROGRAMME (DIB)  
HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT  
FINAL EXAMINATION: APRIL 2018 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**

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 2**

Interview is the most basic part of the whole selection process. It serves as the essential intends to gather data and information on a job applicant.

- a) List and explain **THREE (3)** types of interviews. (9 marks)
- b) Using appropriate examples, state and describe **FOUR (4)** limitation of interview. (16 marks)

**Question 3**

Using relevant examples, state and discuss any **FIVE (5)** components of a job description. (25 marks)

**Question 4**

List and discuss with appropriate examples, the **FIVE (5)** factors that affect wage and salary structure. (25 marks)

**Question 5**

- a) Discuss the process and list **FIVE (5)** steps involved in setting up a union to be recognized by employees.

(25 marks)

**Question 6**

Performance appraisals are essential for the effective management and evaluation of employees. With the support of relevant examples, list and discuss **FIVE (5)** reasons for a manager to appraise his/her subordinates.

(25 marks)

~ The End ~

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