

FINAL
Examination Paper

(COVER PAGE)

Session : APRIL 2019

Programme : Diploma in Business (DIB)

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

Date of Examination : 27 July 2019, (Saturday)

Time : 2:00pm – 4:00pm 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**, Ng Huey Miin, and Vasanthakumar and Kathleen
Bagah

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 2019 SESSION

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

Question 1

- a) Changes in the environment of human resource management are very wide and it plays a crucial role in organizations.

Using appropriate examples, state and discuss any **FIVE (5)** trends that influence human resource management practices.

(15 marks)

- b) Using relevant examples, explain any **FIVE (5)** types of training.

(10 marks)

Question 2

- a) Assuming that Perodua Sdn Bhd is currently recruiting suitable candidates to fill in the position of Supervisor Technician. Suggest **FOUR (4)** appropriate tests that the human resource manager could apply during selection process and provide relevant example for each.

(16 marks)

- b) As a HR Manager we are responsible for planning and conducting interviews. List and discuss with examples **THREE (3)** types of interviews can be conducted in an organization

(9 marks)

Question 3

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

(25 marks)

Question 4

Using relevant examples, list and discuss **FIVE (5)** factors that influence the salary rates of a position at any organisation.

(25 marks)

Question 5

Using relevant examples, list and discuss **FIVE (5)** possible mistakes commonly happen in the process of a performance appraisal.

(25 marks)

Question 6

Maxis Berhad is currently recruiting new Sales Executives to join their company. Based on the methods of recruitment that you have learnt suggest **FIVE (5)** appropriate methods that Maxis Berhad can apply for their recruitment and support your discussion with appropriate examples.

(25 marks)

~ The End ~

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