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FINAL
Examination Paper
(COVER PAGE)

Session : January 2015

Programme : Diploma In Business (DIB)

Course : HRM2100: FUNDAMENTALS OF HUMAN RESOURCE
MANAGEMENT

Date of Examination : March 12, 2015

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

Duration : 2 hours

Special Instructions :

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

Materials permitted : Nil

Materials provided : Nil

Examiner (s) : Ms. Claudine Shahlini, Kannaki S. Narayansany, Ng Huey Miin.

Moderator : Mr. Ihsan Mahmood

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

INTI INTERNATIONAL COLLEGE SUBANG

DIPLOMA IN BUSINESS (DIB)
HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT
FINAL EXAMINATION: JANUARY 2015 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

Employee orientation helps new employees start getting emotionally attached to the firm.

- 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

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. (25 marks)

Question 3

Job analysis concentrates on what job holders are expected to do.

- a) Identify and explain any **FIVE (5)** nature of job analysis. (10 marks)
- b) Using relevant examples, explain any **FIVE (5)** main components of job description. (15 marks)

Question 4

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)

Question 5

A fair wage and salary policy and consistent internal wage and salary relationships are vital to the success of the whole personnel program.

Using relevant examples, identify and discuss **FIVE (5)** factors that affect wage and salary structure.

(25 marks)

Question 6

The interview is the most critical component of the entire selection process. It serves as the primary means to collect additional information on an 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)

-The End-
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