

FINAL
Examination Paper

(COVER PAGE)

Session : January 2017

Programme : Diploma in Business (DIB)

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

Date of Examination : 10 March, 2017 (Friday)

Time : 8:00am – 10:00am 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 and Vasanthakumar**
Gunasakaran

Moderator : Ihsan Mahmood

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

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

Using relevant examples state and discuss **FIVE (5)** management process of human resource management

(25 marks)

Question 2

Discuss **TWO (2)** ways to forecast internal supply of candidates in an organization and **THREE (3)** ways to forecast external supply of candidates in an organization

(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 methods. (9 marks)

Question 4

List and explain, using appropriate examples **TWO (2)** advantages of internal source of recruitment and **THREE (3)** disadvantages of external source of recruitment.

(25 marks)

Question 5

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 as a selection method. (16 marks)

Question 6

Discuss any **FIVE (5)** types of information collected from job analysis (25 marks)

~ The End ~
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