

**FINAL**  
Examination Paper

(COVER PAGE)

Session : April 2016

Programme : Diploma in Business (DIB)  
Diploma in Finance (DIF)

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

Date of Examination : 25 July, 2016 (Monday)

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 Kenel**, Ng Huey Miin, Ruhaidah

Mohd Yusof and Vasanthakumar Gunasakaran

Moderator : Ihsan Mahmood

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

DIPLOMA IN BUSINESS (DIB)  
DIPLOMA IN FINANCE (DIF)  
HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT  
FINAL EXAMINATION: APRIL 2016 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 appropriate examples state and discuss any **FIVE (5)** selection test used by organizations for selecting the right candidates

(25 marks)

**Question 2**

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 appraisal his/her subordinates.

(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**

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

(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.

(16 marks)

**Question 6**

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

(25 marks)

**~The End ~**  
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