# FINAL Examination Paper

## (COVER PAGE)

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<th>Session</th>
<th>August 2014</th>
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<tr>
<td>Programme</td>
<td>Diploma In Business (DIB)</td>
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<td>Course</td>
<td>HRM2100: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT</td>
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<tr>
<td>Date of Examination</td>
<td>December 11, 2014</td>
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<tr>
<td>Time</td>
<td>11:00am – 1:00pm Reading Time: Nil</td>
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<tr>
<td>Duration</td>
<td>2 hours</td>
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<td>Special Instructions</td>
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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. Matheni Menon, Chang Foo Chung.

Moderator: Mr. Ihsan Mahmood

This paper consists of 3 printed pages, including the cover page.
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) As a Human Resource Manager, please describe and explain the functions of Human Resource Management.  
(10 marks)

b) Please explain FIVE (5) laws or regulations that are related to employment.  
(15 marks)

Question 2

a) Recommend the recruitment sources that can be used by companies to fill vacant positions.  
(10 marks)

b) Explain the THREE (3) functions of an induction programme.  
(5 marks)

c) List and explain the common mistakes by interviewer in an interview session.  
(10 marks)

Question 3

a) Critically explain the terms ‘Total Rewards’ and its importance in Human Resource Management context.  
(20 marks)

b) Briefly explain the term ‘intrinsic motivation’ with examples.  
(5 marks)
Question 4
"Human Resource Management and Human Capital Management in reality are the same"
Critically discuss the above statement. (25 marks)

Question 5
"Effective orientation can reduce employee turnover rate."
List and discuss FIVE (5) negative impacts if an employee orientation is not conducted effectively. (25 marks)

Question 6
a) SOCSO and EPF are important and the most basic needs for an employee. Critically explain the benefits of SOCSO and EPF to employee in Malaysia. (10 marks)

b) Communication is an important element in Human Resource Management context. List and discuss FIVE (5) barriers to communicating. (15 marks)

-The End-
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