



SLIATE

SRI LANKA INSTITUTE OF ADVANCED TECHNOLOGICAL EDUCATION

(Established in the Ministry of Higher Education, vide in Act No. 29 of 1995)

Higher National Diploma in Management
First Year, Second Semester Examination – 2016
MAN 1209 Fundamentals of Human Resource Management

Instructions for Candidates:

Answer any five (05) questions only

No. of questions : 06

No. of pages : 02

Time: **Three (03) hours**

Question 01

- i.) Define Human Resource Management (HRM). (03 Marks)
- ii.) What is the generic purpose of Human Resource Management? (03 Marks)
- iii.) What are the elements that should be considered when designing a job to achieve the productivity and the satisfaction of the employee? (06 Marks)
- iv.) Briefly describe the four techniques of job Designing. (08 Marks)

(Total 20 Marks)

Question 02

- i.) What is job Analysis? (03 Marks)
- ii.) Briefly explain three data collection methods of Job Analysis. (06 Marks)
- iii.) List down the factors that affect for future demand of Human Resource. (03 Marks)
- iv.) Briefly describe the strategies that can be taken in Human Resource surplus and shortage conditions. (08 Marks)

(Total Marks 20)

Question 03

- i.) What is the significance of Recruitment function in HRM? (03 Marks)
- ii.) "There is no one best method for recruiting employees for an organization" Critically evaluate the above statement. (06 Marks)
- iii.) Define the term "Selection". (03 Marks)

- iv.) "There are several methods of employee selection used for choosing the most appropriate person in order to fill the job vacancy" Briefly explain the four selection methods.

(08 Marks)

(Total Marks 20)

Question 04

- i.) Define the function of Performance Evaluation. (03 Marks)
- ii.) What are the two main purposes of performance evaluation? Explain briefly. (06 Marks)
- iii.) What are the differences between training and development? (04 Marks)
- iv.) Assume that you are supposed to conduct an induction programme for a newly hired management trainees in your organization .Describe how you are going to work on it.

(07 Marks)

(Total Marks 20)

Question 05

- i.) What are the differences between wage and salary? (04 Marks)
- ii.) "There are several factors that affect to the pay given by the organization to its employees" Briefly explain the factors affecting to pay. (06 Marks)
- iii.) What is a grievance? (03 Marks)
- iv.) "Grievance can arise due to many reasons". Explain in brief four causes (reasons) of grievances. (07 Marks)

(Total Marks 20)

Question 06

- i.) What is the concept of Labour Relations (LR)? (03 Marks)
- ii.) List down the advantages and disadvantages of Trade Unions. (06 Marks)
- iii.) What is the difference between Occupational Health and Occupational Safety? (04 Marks)
- iv.) Briefly explain the strategies for improving Occupational Health and Safety in an organization. (07 Marks)

(Total Marks 20)