



FACULTY/COLLEGE	College of Business and Economics
SCHOOL	Human Resource Management
DEPARTMENT	Industrial Psychology and People Management
CAMPUS(ES)	SWC
MODULE NAME	Human Resource Management 2A
MODULE CODE	HRM02A2/BPB22A2
SEMESTER	First
ASSESSMENT OPPORTUNITY, MONTH AND YEAR	SSAO – Supplementary Summative Assessment Opportunity July 2019

ASSESSMENT DATE	July 2019	SESSION	TBC
ASSESSOR(S)	Mrs. D. Rangwanasha		
MODERATOR(S)	Dr. C Mabaso		
DURATION	2 hours (120 min)	TOTAL MARKS	100

NUMBER OF PAGES OF QUESTION PAPER (Including cover page)	2
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INFORMATION/INSTRUCTIONS:

- This is a closed-book assessment.
- Question papers must be handed in
- Read the questions carefully and answer only what is required.
- Number your answers clearly and correctly as per the question paper.
- Write neatly and legibly on both sides of the paper in the answer book, starting on the first page.
- The general University of Johannesburg policies procedures and rules pertaining to written assessments apply to this assessment

QUESTION 1

[40 MARKS]

- 1.1 List techniques required to perform the personnel aspects of any management job. (10)
- 1.2 Define the term "Authority". (1)
- 1.3 Differentiate between line authority and staff authority. (4)
- 1.4 Explain three distinctive line functions of an HR Manager.
- 1.5 Position analysis questionnaire (PAQ) is probably the most popular quantitative job analysis tool and consists of a detailed questionnaire containing 194 items. Explain five basic PAQ activities. (5)
- 1.6 Define the term Job Description (2)
- 1.7 Differentiate between job identification and job summary. (8)
- 1.8 Critically analyse job specification for trained and untrained personnel. Provide examples in your answer. (4)

QUESTION 2

[30 MARKS]

- 2.1 Critically illustrate the process for planning and forecasting. (10)
- 2.2 Discuss five techniques to be used when conducting workforce planning in organisations. (10)
- 2.3 Explain the importance of recruitment in organisations. (2)
- 2.4 Discuss effective recruitment in organisation. (3)
- 2.5 Outline advantages of filling open positions with internal candidates. (3)
- 2.6 Explain why would hiring candidates be of beneficial to an organisation? (2)

QUESTION 3

[30 MARKS]

- 3.1 List and explain tests that can be used for employee selection. (14)
- 3.2 Explain the purpose of vetting (background checks) in employee selection. (2)
- 3.3 Explain why would the company perform this? (2)
- 3.4 Describe how you would identify training requirements? (2)
- 3.5 Describe one of the types of on-the-job-training (OJT). (2)
- 3.6 Described the steps that are important in ensuring that the OJT becomes a success. (8)