

Course No: BGMS2103  
Course Title: Human Resource .M  
Date: 08 / 11/ 2010  
No. of Questions: 3  
Time: 60 Minutes  
Using Calculator (No)

University of Palestine  
  
Mid examination  
1<sup>st</sup> 2010/2011  
Total Grade: 20

Instructor Name: Shefa El Sagga  
Student No.: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
College Name: \_\_\_\_\_  
Dep. / Specialist: \_\_\_\_\_  
Using Dictionary, Mobile (No)

### Answer all questions

| First Question | No. of Branches (1) | (05/20)        |
|----------------|---------------------|----------------|
| <b>Q1 B1</b>   |                     | <b>(05/05)</b> |

**Choose the correct one of the following statements:**

- Types of Teams are.
  - Special-Purpose Team
  - Self-directed Work Team, Virtual Team.
  - (A,B)
  - job demands.
- Job Analysis Outcomes.
  - Providing feedback.
  - Job description.
  - Job specification.
  - (B,C).
- Recruiting a More Diverse Workforce.
  - Older workers as a source of candidates.
  - Recruiting Single parents, Recruiting minorities and women
  - Welfare to work.
  - All above correct.
- Job Rotation The process of Movement of workers from one job to another. All the following correct. **Except.**
  - vertically and horizontally.
  - Recruiting minorities.
  - and assume greater responsibilities.
  - and wider powers.
- Reengineering The fundamental rethinking and radical redesign of business processes to achieve dramatic improvements in critical, contemporary measures of performance **such as:**
  - cost, quality,
  - Virtual Team
  - (A,D)
  - service, and speed.
- Why Careful Selection is Important?. All the following correct Except.
  - Performance of management depend on performance of subordinates.
  - Reduce cost.
  - Protect firm from consequences of legal implications and negligent hiring.
  - Reengineering.

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7. What are the Source of Recruiting Job Candidates?.
  - a. All the following correct.
  - b. Employment Agencies as a Source of Candidates.
  - c. Temporary Workers.
  - d. Executive Recruiters as a Source of Candidates.
8. Types of Selection Interviews according to the purpose or content interview.
  - a. Non-structured Interviews.
  - b. Structured Interview.
  - c. Behavioral interview.
  - d. One on One Interview.
9. What are the forms of information to collect other Selection Techniques?.
  - a. Background Investigation and reference Checks.
  - b. Reference Check Effectiveness.
  - c. Drug Screening.
  - d. Job Candidates.
10. Types of Selection Interviews according to management style interviews.
  - a. Panel Interview.
  - b. Sequential Interview.
  - c. All above error.
  - d. (A, B).

| Second Question | No. of Branches (2) | (3/20)         |
|-----------------|---------------------|----------------|
| <b>Q2 B1</b>    |                     | <b>(03/03)</b> |

**Choose and write the appropriate term for the following definitions.**

***Job Analysis, Human Resource Planning, Line managers, Selection, , Job description, , Interview, Job specification.***

1. They have direct responsibility for accomplishing the organization's goals. They also have the authority to direct the work of their subordinates.
2. What the job entails. Identification of the tasks, duties, and responsibilities of a job.
3. What kind of people to hire for the job The knowledge, skills, and abilities & understanding (KUSAs) an individual needs to perform a job satisfactorily.
4. The process of formulating plans to fill the employer's future openings, based on projecting the positions that are expected to be open and whether these will be filled by inside or outside candidates.

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5. A procedure designed to solicit information from a person's oral responses to oral inquiries.

6. Select best fit to the job out of pool of candidates using different screening tools.

| Third Question | No. of Branches (1) | (12/20)       |
|----------------|---------------------|---------------|
| <u>Q3 B1</u>   |                     | <u>(2/12)</u> |
| <u>Q3 B2</u>   |                     | <u>(2/12)</u> |
| <u>Q3 B3</u>   |                     | <u>(2/12)</u> |
| <u>Q3B4</u>    |                     | <u>(2/12)</u> |
| <u>Q3 B5</u>   |                     | <u>(2/12)</u> |
| <u>Q3 B6</u>   |                     | <u>(2/12)</u> |

Answer 6 questions from 7 Except the First question.

Q3.1: What is human resource management?.

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Q3.2: What are line managers human resource management responsibilities? (8:10).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

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Q3.3: How to Validate a Test?.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**Q3.4: What are the source of candidates to Recruiting Job Candidates?(6:9).**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Q3.5: "There are different methods to develop job analysis".**

**Define job analysis, describe different methods/ Tools to prepare job analysis, also explain the main differences between these methods? (7:7).**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Q3.6: Why companies are becoming De-jobbed?.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Q3.7: Who Forecasting the Supply of Inside Candidates?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**End of Questions**  
***Good Luck for all***