

Course No: MAN2302
 Course Title: HRM
 Date: 04 / 11/ 2012
 No. of Questions: 4
 Time: 60 Minutes
 Using Calculator (No)

University of Palestine



Final examination
 1st 2012/2013
 Total Grade: 20

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

2. HR department management responsibilities.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

3. Tools to prepare job analysis.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

4. Job Descriptions consist of.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | |

5. The trends toward modern management De-jobbed

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

6. The trends toward modern management De-jobbed

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Third Question	No. of Branches (1)	(06/06)
<u>Q3B1</u>		<u>(02/02)</u>
<u>Q3 B2</u>		<u>(02/02)</u>
<u>Q3 B3</u>		<u>(02/02)</u>
<u>Q3 B4</u>		<u>(02/02)</u>

Third Q: Answer Three questions only:

1. What are the mistakes you don't want to make while are you a manager?.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____



2. What are the reasons for changing environment of HR Management?.

1. _____
 - a. _____
 - b. _____
 - c. _____
2. _____
 - _____
3. _____
 - a. _____
 - b. _____
 - c. _____

3. What are the source of candidates to Recruiting Job Candidates?.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

4. What are the Types of Teams?. Explain them.?

1. _____
 - _____
2. _____
 - _____
3. _____
 - _____



Fourth Question	No. of Branches (1)	(04/04)
<u>Q4B1</u>		<u>(01/04)</u>
<u>Q4 B2</u>		<u>(01/04)</u>
<u>Q4 B3</u>		<u>(01/04)</u>
<u>Q4 B4</u>		<u>(01/04)</u>
<u>Q4 B5</u>		<u>(01/04)</u>

Fourth Q: Answer Four questions Only

1. What did manager should know about the practices and policies in HR.?

1. _____
2. _____
3. _____

2. What are the nature items of Strategic Planning?

1. _____
2. _____
3. _____

3. Define DE jobbing?.

- _____

4. What are the internal sources of candidates.?

1. _____
2. _____

5. How can forecasting the supply of outside candidates.?

1. _____
2. _____
3. _____

End of Questions
Good Luck for all