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 1<sup>Ft</sup> 2012/2013 Total Grade: 20

Instructor Name	e: Shefa El Sagga
Student No.:	
Student Name:	
College Name:	
Dep. / Specialist	
Using Dictionar	

**Answer all questions** 

Fir	st Question	No. of Branches (1)	(05/20)	
_	: <u>B1</u>		(05/05)	
	st Q: Definitions			
1.	HR management		(02/02)	
•				
2	Job Analysis		(01/01)	
<i>2</i> . ■	Job Analysis		(01/01)	
$\mathbf{W}$	rite only Four appropriat	e terms for the following o	definitions.	
1.				
•	The knowledge, skills, abi	lities &understanding (KUS	SAs) an individual needs to	
	perform a job satisfactorily	<i>'</i> .		
2.				
<b>4.</b>				
•	The process of attracting individuals on a timely basis sufficient number and with			
	appropriate qualifications and encouraging them to apply for jobs with an organization.			
3.				
•	Work itself is increasingly	organized around teams an	d processes rather than around	
	Work itself is increasingly organized around teams and processes rather than around specialized functions traditional.			
	•			
4.				
•	The fundamental rethinking and radical redesign of business processes to achieve			
	dramatic improvements, contemporary measures of performance such as cost, quality,			
	service, and speed.			
5.				
	The restructuring of contents and level of responsibility of a job to make it more			
	challenging, meaningful, and interesting to worker.			
	cond Question	No. of Branches (2)	(05/20)	
<u>Q2</u>		00 / 1	(05/05)	
	cond Q: Remember. Answ	2		
	HR management function			
1.				
		4		
5.				

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Using Dictionary, Mobile (No)

2. HR department manage	gement responsibilities.	
1	2	
3	4	
5	6	
3. Tools to prepare job a	nalysis.	
1	2	
3	4	
5	6	
4. Job Descriptions consi	ist of.	
1		
3.		
5		
7.		
5. The trends toward mo	dern management De-jobbed	
1		
3.		
-).	<del>4</del> .	
J	4	
6. The trends toward mo	dern management De-jobbed	
6. The trends toward mo	dern management De-jobbed 2.	
6. The trends toward mo	dern management De-jobbed 2.	
6. The trends toward mo	dern management De-jobbed 2.	
6. The trends toward mo 1 3	dern management De-jobbed  2. 4.	
6. The trends toward mo 1 3  Third Question Q3B1 Q3 B2	dern management De-jobbed  2. 4.	(06/06) (02/02) (02/02)
6. The trends toward mo 1 3  Third Question Q3B1 Q3 B2 Q3 B3	dern management De-jobbed  2. 4.	(06/06) (02/02) (02/02) (02/02)
6. The trends toward mo 1 3  Third Question  Q3B1  Q3 B2  Q3 B3  Q3 B4	No. of Branches (1)	(06/06) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only:	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1. 3. Third Question Q3B1 Q3 B2 Q3 B3 Q3 B4 Third Q: Answer Three 1. What are the mistakes 1. 2.	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)
6. The trends toward mo 1	No. of Branches (1)  e questions only: s you don't want to make while are you	(06/06) (02/02) (02/02) (02/02) (02/02)

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**Time: 60 Minutes Using Calculator (No)**  **University of Palestine Final examination** 

1<sup>Ft</sup> 2012/2013 **Total Grade: 20**  **Instructor Name: Shefa El Sagga** Student No.: Student Name: \_\_\_\_\_ College Name: \_\_\_\_\_ Dep. / Specialist: \_\_\_\_\_ **Using Dictionary, Mobile (No)** 

	are the reasons for changing environment of HR Management?.
	,
2	
3.	
_	
c.	
****	
4	are the source of candidates to Recruiting Job Candidates?.
2	
9	
10	
11	
	t are the Types of Teams?. Explain them.?
What	
<b>What</b> 1	
1	
1	
1	
1 2	
1 2	

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Using Dictionary, Mobile (No)

<b>Fourth Question</b>	No. of Branches (1)	(04/04)			
Q4B1		(01/04)			
Q4 B2		(01/04)			
Q4 B3		(01/04)			
Q4 B4		(01/04)			
Q4 B5		(01/04)			
Fourth Q: Answer Four questions Only					
1. What did manager shoul	•	and policies in HR.?			
		<b>P</b>			
2					
2					
3					
	8.C. (				
2. What are the nature item	9				
1					
2					
3					
3. Define DE jobbing?.					
		<del>-</del>			
4. What are the internal so	urces of candidates.?				
1					
5. How can forecasting the	supply of outside candidate	26.9			
1	suppry or outside candidate				
1					
2					
3					
End of Questions					
Good Luck for all					