

Course No: MAN2302
Course Title: Human Resource Management
Date: 16/11/2013
No. of Questions: (4)
Time: 1hours
Using Calculator (No)

University of Palestine



Midterm Exam
2013/2014
Total Grade: 20

Instructor Name: Abedelazez Safi
Student No.: _____
Student Name: _____
College Name: Faculty of Financial Management & Business
Dep. / Specialist: Business Administration
Using Dictionary (No)

First Question: Define the Following Concept

1. Innovation:
2. Human Resources Management
3. Advisory Function
4. HR/ Manpower Planning
5. Specialization

Second Question: Answer the following Questions :

1. What are the advantages of internal recruitment ?
2. In the recruitment process the management can gets new employees from outside resources , give examples of the outside resources ?
3. What are the main responsibilities of HR department ?

Third Question: Explain the following questions :

1. Mention the activities of manpower planning and the four categories of employees Manpower with explanation ?
2. In the recruitment process the management can gets new employees from outside resources , give examples of the outside resources ?
3. what are the problems caused by expansion of the organization and what are the steps to overcome these problems ?

Fourth Question:

Write about a job description of **(Program Officer)** for the university of Palestine .

End of Questions
Good Luck