

Course No: MAN2302  
Course Title: Human  
Resource Management  
Date: 22/01/2015  
No. of Questions: (5)  
Time: 2hours  
Using Calculator (No)

University of Palestine



Final Exam  
2014/2015  
Total Grade:

Instructor Name: \_\_\_\_\_  
Student No.: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
College Name: \_\_\_\_\_  
Dep. / Specialist: \_\_\_\_\_  
Using Dictionary (No)

**Question One: Put (T) for the true and (F) for the false following statements**

1. Criterion Validity is type of validity based on showing that scores on the test (predictors) are related to job performance (criterion). ( )
2. Validating a test includes Analyze the job, Choose the tests, Administer the test Only ( )
3. Validity generalization refers to the degree to which evidence of a measure's validity obtained in one situation can be generalized to another situation without further study( )
4. A selection interview is a selection procedure designed to predict future job performance based on applicants written responses to oral inquiries ( )
5. A panel interview is an interview conducted by a team of interviewers (usually two to three), who together interview each candidate and then combine their ratings into a final panel score. ( )
6. Employee Orientation is a procedure of providing old employees with basic background information about the firm ( )
7. Managers cannot measure any of the training outcomes ( )
8. Good delivery of training can result in reducing costs for any organization ( )
9. Lecturing is a training technique that allows trainer to set considerable amount of information and knowledge in a limited time ( )
10. Performance Appraisal is a process of evaluating an employee's current and/or past performance relative to his or her performance standards ( )

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**Question Two: Choose the correct answer from the following**

1. .... is a process that consolidates goal setting, performance appraisal, and development into a single common system, the aim of which is to ensure that the employee's performance supports and contributes to the organization's strategic aims

- a. Performance Management
- b. Human Resource Management
- c. Employee Orientation

2. Experts define .....as the influence of a rater's general impression on ratings of specific ratee qualities. For example, supervisors often rate unfriendly employees lower on all traits.

- a. Central Tendency
- b. Halo Effect
- c. Unclear Standards

3. Training Material, Training Environment, Trainee, Trainer are all part of.....

- a. Training Components
- b. Methods of training
- c. Training out comes

4..... means verifying that there is a performance deficiency and determining whether that deficiency should be corrected through training or through some other means.

- a. Designing the Training Program
- b. Analyzing Training Needs
- c. Performance Analysis

5.....is a selection procedure designed to predict future job performance based on applicants oral responses to oral inquiries

- a. Selection interview
- b. Structured interview
- c. Unstructured interview

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### Question Three: Mention the correct scientific term for the following definitions

1. ....test is one that yields consistent scores when a person takes two alternate forms of the test or when he or she takes the same test on two or more different occasions
2. ....refers to the correctness of the inferences that we can make based on the test
3. .... are tests of general intellectual abilities. They measure not a single trait but rather a range of abilities, including: memory, vocabulary, verbal fluency, and numerical ability
4. .... is a procedure designed to obtain information from a person through oral responses to oral inquiries
5. .... is a training method where the aim of the trainer should be to guide the group's thinking. The trainer may, there-fore, be more concerned with shaping attitudes than imparting new knowledge.

### Question Four: Answer the following Questions in points

1. Reliability can be measured in several ways... only mention three points
2. Mention the main components of Training
3. Interviews contain several types of questions. what are they?

### Question Five: Answer three of the following questions in details including the first question

1. **Hiring from outside the organization has advantages and disadvantages.....Discuss**
2. Discuss why careful selection is important... mention three main reasons discuss in details.
3. Any manager must accomplish four things by orienting new employees... mention them and discuss in details.
4. Training is important for all organizations. Mention five points and discuss any two of them

**End of Questions**  
**Good Luck**