

Course No: MAN 2302  
Course Title: Human Resource Management  
Date: 26/11/2014  
No. of Questions: (3)  
Time: 1hours  
Using Calculator (No)

University of Palestine



Midterm Exam  
2014/2015  
Total Grade: 20

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

---

**Exam Instructions: the exam consists of THREE Questions Q(1), Q(2) and Q(3). All Questions are compulsory. The Total Mark is 20**

**Q (1) Put (T) for the true and (F) for the false following statements (5 Marks)**

---

1. An organization consists of people with formally assigned only. ( )
2. Armstrong, defined human resource management as a strategic, cohesive and solid dimension to manage the firms. ( )
3. Human resource management is important to all Managers to avoid mistakes, Any Manager\ Individual may Act as a HR Manager for Entrepreneurs, Improve Profits and Performance ( )
4. Authority is the right to make decisions, to direct the work of others, and to give orders( )
5. Job analysis is the procedure through which you (HRM) determine the duties of the positions ( )

**Q.(2) Choose the correct answer from the following (5 Marks)**

---

1. Succession Planning The process of deciding how to fill the company's .....
  1. most important executive jobs
  2. Needed staff for the organization
  3. Human Resources
  4. Staff
2. Personnel plans require some forecasts or estimates .....
  1. Personnel Needs
  2. Supply of Inside Candidates
  3. Supply of Outside Candidates
  4. All of them

3. The main objective for Talent Management is to .....
1. Recruiting and selecting staff
  2. Retain staff
  3. Support decision making
  4. Empower staff
4. Job analysis produces information for writing
1. Work force plans and Recruitment
  2. Selection tests
  3. Job Descriptions and Job Specifications
  4. None of the previous
5. Gives managers the right to issue orders to other managers or employees.
1. Line Authority
  2. Staff Authority
  3. Authority
  4. All of the previous

**Q (3) Answer Any Two of the Following Questions including the FIRST Question (10 Marks)**

---



---

**1. Define the following terms: (6 Marks)**

a. Human Resource Management (1.5 Marks)

-----

-----

-----

b. Job enlargement (1.5 Marks)

-----

-----

-----

c. Job rotation (1.5 Marks)

-----

-----

-----

d. Job enrichment (1.5 Marks)

-----

-----

-----

**2. Mention the main methods for collecting job analysis needed information (4 Marks)**

1. -----
2. -----
3. -----
4. -----

**3. In brief discuss why Recruiting Is Important (4 Marks)**

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

**4. The size of the human resource department reflects the size of the organization... Discuss (4 Marks)**

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

**Good Luck**