

BINDURA UNIVERSITY OF SCIENCE EDUCATION
FACULTY OF COMMERCE
DEPARTMENT OF HUMAN CAPITAL MANAGEMENT
HUMAN RESOURCE POLICY AND PRACTICE (HCM202)

TIME: THREE HOURS

NOV 2024

INSTRUCTIONS TO CANDIDATES

1. Answer **any four** questions.
2. Start the answer to each question on a fresh page.

INFORMATION TO CANDIDATES

1. No cellphones and any other unauthorised materials are allowed into the examination room.
 2. Each question carries 25 marks.
-

QUESTION 1

For each stage of job analysis, describe one way in which you, as your organization's job analyst, can personally maximize the stage's efficiency to save time, effort and resources.

[25 marks]

QUESTION 2

You are a recruitment officer in your organization and are convinced that internal recruitment is the key to securing the organization's future. Summarize your presentation on internal recruitment to managers, highlighting five of its advantages. [25 marks]

QUESTION 3

The human resource manager asks you, a recruitment and selection specialist in your firm, to choose one type of interview to use during the firm's forthcoming job interviews. You have narrowed your choices down to three interview types, which you are now evaluating.

Required:

Evaluate:

- a) An unstructured sequential interview; [9 marks]
- b) A structured sequential interview; and [8 marks]
- c) A panel interview. [8 marks]

[25 marks]

QUESTION 4

As a training specialist, your employer has tasked you with generating a training plan for a training programme for all employees of the organization. Formulate the plan:

- a) Describing three training methods to be used in the training programme; [9 marks]
- b) Identifying the resources required for each training method; and [8 marks]
- c) Identifying the skills and/or knowledge to be gained by the trainees in the programme [8 marks]

[25 marks]

QUESTION 5

As your firm's HR manager, you plan to re-design the organizational reward system according to Maslow's Hierarchy of Needs Theory to motivate an underproductive workforce. For each of Maslow's needs levels, describe the rewards that the re-designed system will offer. [25 marks]

QUESTION 6

As an employee wellness counsellor in your organization, you are approached by an employee experiencing high levels of work-related stress. Advising the client, recommend eight ways in which he/she can reduce the stress. [25 marks]

END OF PAPER