



Instructions

Answer **all** questions

No. of questions : Two (02)

No. of pages : One (01)

Time : One hour (1 hr.)

Total marks allocated : 60%



Part II – Essay Questions

Question 1

- a. Briefly outline the steps involved in performing Job Analysis. (12 marks)
- b. Briefly discuss different methods of collecting job analysis information indicating advantages and disadvantages of each method. (12 marks)
- c. Briefly explain four (4) popular approaches for job analysis. (06 marks)

Question 2

Briefly discuss the five step Training and Development process. (30 marks)