

Instructions to candidates:

No. of pages	: Three (03)
No. of questions	: Six (06) Essays
Time	: Three (03) Hours
Marks allocated	: 100

Answer only five (05) questions including question number 01

01. Human Resource Planning is the process by which an organization ensures that it has the right number & kind of people at the right place and at the right time, capable of effectively and efficiently completing those tasks that help the organization achieve its overall objectives. (Mathis & Jackson, 2010)

- i. Explain the process of human resource planning. (10 Marks)
- ii. Discuss the importance of human resources planning for the contemporary organization. (10 Marks)
- iii. Assume that you are an Executive in Human Resources Department of Mayura Constructions (Pvt.) Limited. Board of Directors of the organization has decided to restructure the organization and as a part of it, Human Resource Manager has been asked to revise the job descriptions of selected posts. Hence, he has shared this workload among all the HR Executives and you have been appointed to revise the job descriptions for the posts of Marketing Manager, Marketing Executive and Sales Representative.



You are required to;

a) Discuss the preliminary steps that you have to take to complete this given task?
(08 Marks)

b) Write the job description for any of the three posts which have been assigned to you.
(12 Marks)

(Total Marks 40)

02.

i. "Workforce diversity is no longer just about anti-discrimination legal compliance. Concept of workforce diversity is the impact of corporate performance".

(Mathis & Jackson, 2010)

To which extent do you agree with this statement? Justify your answer with suitable examples.
(07 Marks)

ii. Discuss the systematic training process.
(08 Marks)

(Total Marks 15)

03. Recruitment and selection is a key process in the management of the human resource. Give a detailed explanation of each and every stage of the recruitment and selection process and critically evaluate the purpose of each stage.
(15 Marks)

04. Discuss the key functions of the human resource department and analyze the benefits of these to the organization and its staff.
(15 Marks)

05. Critically evaluate the merits and demerits of having labour unions for employees in an organization. (15 Marks)

06. Discuss the actions which can be taken by Human Resource Manager in order to address the occupational safety and health of the employees in an organization.

(15 Marks)

