# UNIVERSITY OF RUHUNA

## FACULTY OF MANAGEMENT AND FINANCE

### Bachelor of Business Administration Degree Programme 1000 Level Semester II

### Examination (March/April 2021)

### Academic Year 2019/2020

**BBA 12033 – Human Resource Management**          **Duration: Three hours**

**The Question Paper contains 06 questions.**

**Answer Five (05) Questions only**

1.

    a. What do you mean by the Human Resource Management? Explain your answer with basic elements reflected in the definition of Human Resource Management

                                          (07 Marks)

    b. The <u>Human Resource Management functions</u> is targeted to achieve the <u>HRM Objectives</u>, <u>Strategic HRM Goals</u> and <u>Generic HRM Purpose</u>. Explain this statement with special reference to the underlined words.

                                          (07Marks)

                                     (Total Marks 14)

2.

    a. What do you mean by job design and briefly explain the techniques which can be used to design the jobs?

                                          (07 Marks)

    b. "There are main categories of elements of job design and each main category has sub elements where a balance of both these categories is essential". Explain this statement.

                                          (07 Marks)
                                        (Total Marks 14)

3.

a. What do you mean by Job Analysis? Briefly explain two outcomes of Job Analysis.

(07 Marks)

b. Discuss briefly the steps of the recruitment process?

(07Marks)

(Total Marks 14)

4.

a. Propose the most appropriate methods of employee selection for a Branch Manager position of a bank? Justify your answer.

(7 Marks)

b. List out and explain the steps of hiring process to be applied for the Branch Manager position of a bank?

(07 Marks)

(Total Marks 14)

5.

a. What are the steps to be followed in the induction of a manager position? Explain them briefly.

(07 Marks)

b. State the steps of training process and advantages to the organization derived from training and development of employees.

(07 Marks)

(Total Marks 14)

6. Write short notes on followings.

a. Alternative Work Schedules

(04 Marks)

b. Significance of Employee Performance Evaluation and Performance Evaluation process

(05 Marks)

c. Significance of Pay Management and Pay Management Process

(05 Marks)

(Total Marks 14)