



**BOWEN UNIVERSITY, IWO**  
**(OF THE NIGERIAN BAPTIST CONVENTION)**  
**COLLEGE OF MANAGEMENT AND SOCIAL SCIENCES (COMSS)**  
**INDUSTRIAL RELATIONS & PERSONNEL MGT PROGRAMME**  
**B.Sc. INDUSTRIAL RELATIONS & PERSONNEL MGT DEGREE**  
**2023/2024 SECOND SEMESTER EXAMINATION**

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**COURSE TITLE:** Principles of Personnel Management  
**COURSE CODE:** IRP 102  
**CREDIT:** 2  
**TIME:** 2 HOURS  
**INSTRUCTIONS:** Answer Question 1 and any other 2 Questions  
**DATE:** June, 2024

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1. (a) What is personnel management? **(10 Marks)**  
(b) Write short notes on the following terms:
  - i. Skilled personnel **(3 Marks)**
  - ii. Semi-Skilled personnel **(3 Marks)**
  - iii. Millennial personnel **(3 Marks)**
- (c) Define personnel policy and discuss any four of such policies **(11 Marks)**
2. (a) What is employee recruitment? **(5 Marks)**  
(b) Discuss internal and external sources of employee recruitment **(10 Marks)**  
(c) Describe formal employee training **(5 Marks)**
3. (a) Discuss employee welfare and mention at least two types of employee welfare in an organization **(10 Marks)**  
(b) Highlight five ways employees can be motivated **(10 Marks)**
4. (a) What is job analysis? **(10 Marks)**  
(b) Discuss any five objectives of personnel management. **(10 Marks)**
5. (a) Who is a personnel manager? **(8 Marks)**  
(b) List and discuss any six functions of a personnel manager **(12 Marks)**