



**BOWEN UNIVERSITY, IWO**  
College of Management and Social Sciences  
Industrial Relations and Personnel Management Programme  
First Semester 2021/2022 Examination

<b>Level</b>	: 400
<b>Course Title</b>	: Workforce Planning
<b>Course Code</b>	: IRP 413
<b>Course Credit</b>	: 2 Credits
<b>Instruction</b>	: Answer question one and any other two
<b>Time Allowed</b>	: 2 Hours
<b>Date</b>	: 22 <sup>nd</sup> March, 2022

- 1a. List the key components of human resources planning. **(5 Marks)**
- 1b. Explain any of the listed components of human resources planning **(10 Marks)**
- 1c. Discuss the implications of short-term manpower planning, medium-term and long-term manpower planning. **(15 Marks)**
- 2a. What factors reduce the accuracy or/and the benefits of manpower planning in an organisation? **(10 Marks)**
- 2b. How can this factors be avoided? **(10 Marks)**
3. Prepare an advertorial for the recruitment of a personnel manager, indicating the relevant information on:
- a) Job description **(10 Marks)**
- b) Job specification. **(10 Marks)**
- 4a. Elaborate on the need for job analysis within an organization **(10 Marks)**
- 4b. Discuss the role of the personnel manager in the preparation of job analysis in a company. **(10 Marks)**