



BOWEN UNIVERSITY, IWO
College of Management and Social Sciences
Business Administration Programme
Second Semester 2021/2022 Examination

Level	: 300
Course Title	: Human Resource Management
Course Code	: BUS 304
Credit	: 2
Instruction	: Answer Question 1 & any other two Questions.
Time Allowed	: 2 Hours
Date	: Wednesday, 20 th July 2022

1. Ultimate ventures deals with the production of wine and other assorted drinks, the company is in need of a Marketing officer who is expected to mediate between the company and the consumers, the marketing officer is expected to promote the sales of the company's products. Ultimate ventures decided to search for prospective employee during a professional gathering. However, the applicant must be a fresh graduate with minimum of a 2.1, he/she must possess good communication skill and must be very outspoken.

Also, Ultimate venture is grooming the Accounting officer 1 to take over from the Accountant who is to retire in December 2022.

Required (30 Marks)

- (a) What type of recruitment is being adopted by Ultimate ventures? **3 Marks**
- (b) State the source of recruitment that is being adopted. **3 Marks**
- (c) A fresh graduate with minimum of a 2.1 refers to what aspect of job analysis? **3 Marks**
- (d) What sentence in the case study exemplifies job description of the Marketing officer? **3 Marks**
- (e) He/she must possess good communication skill and must be very outspoken. This statement represents what component of job analysis? **3 Marks**
- (f) The act of grooming the Accounting officer to take over in December is known as what? **3 Marks**
- (g) What type of recruitment is being employed by Ultimate Venture in the selection of the next Accountant? **3 Marks**
- (h) Explain the type of recruitment that is adopted in (g) above **3 Marks**
- (i) State three advantages and disadvantages of the type of recruitment that is adopted in (g) above. **6 Marks**

2. a. Define Human Resource Management (4 Marks)
- b. Succinctly discuss four core activities of Human resource management (16 Marks)
3. a. Discuss four types of selection test (10 Marks)
- b. State four components of workforce planning. (10 Marks)
4. a. What is Leadership? (2½ Marks)
- b. Describe the approaches to Leadership (17½ Marks)
5. a. Workforce planning is a key function of a human resources manager. Discuss the steps to workforce planning. (17½ Marks)
- b. Define workforce planning. (2½ Marks)