

**LAGOS CITY POLYTECHNIC, IKEJA**  
**SCHOOL OF MANAGEMENT AND BUSINESS STUDIES**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**2015/2016 SEMESTER EXAMINATION**

<b>COURSE</b>	<b>TITLE:</b>	<b>ELEMENTS</b>	<b>OF</b>
		<b>CAPITAL MANAGEMENT</b>	<b>HUMAN</b>
<b>COURSE CODE: BAM 224</b>			<b>NO OF QUESTION: 6</b>
<b>2HRS</b>			<b>TIME: ALLOWED:</b>
<b>FOR WHOM:</b>	<b>ND</b>	<b>YR</b>	<b>III</b>
		<b>BS</b>	<b>P/T</b>

**INSTRUCTIONS:** **Answer** **any** **four**

1. (a) Define the term **Human Resources** resources.
- (b) What are the functions of human resources management.
  
2. What is manpower planning and identify the process of manpower planning.
  
3. Explain the term recruitment selection, placement  
What are the advantages and disadvantages of internal and external recruitment.
  
4. Discuss your understanding of the following:
  - (i) Job analysis
  - (ii) Job description
  - (iii) Job specification
  
5. Explain the term interview and enumerate the various types of interview.
  
6. (a) What is a personnel policy.
- (b) Itemise the various reasons for personnel policy.