

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

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

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.