

**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>HUMAN</b>	<b>CAPITAL</b>
	<b>MANAGEMENT II</b>		
<b>COURSE CODE:</b>	<b>BAM 324</b>	<b>NO OF QUESTION :</b>	<b>6</b>
<b>FOR WHOM:</b>	<b>HND I BAM, HND II OTM FT</b>	<b>TIME ALLOWED:</b>	<b>2 HRS</b>
<b>ANY FOUR</b>		<b>INSTRUCTIONS:</b>	<b>ANSWER</b>

**QUESTIONS**

1. (a) Explain the types of questions that are asked during a job interview  
 (b) Explain the use of Rodgers 7-point plan in the recruitment and selection process.  
 (c) Enumerate the questions that shall be avoided during a job interview.
  
2. (a) Explain the reasons why employers seek for potential employees medical examination.  
 (b) Discuss the uses and limitations of background check for employers and employees.  
 (c) State the areas covered in an employment reference letter.
  
3. (a) Explain the conditions necessary to conduct an effective induction programme.  
 (b) What are the uses of performance appraisal?  
 (c) Briefly describe the 360-degree appraisal feedback.
  
4. (a) With the aid of a diagram, describe the steps involved in designing an effective training programme.  
 (b) Discuss the following:  
     (i) Coaching  
     (ii) Mentoring  
     (iii) Vestibule Training  
     (iv) Role Playing
  
5. (a) Explain job evaluation and describe its process.  
 (b) Describe the components of compensation/reward  
 (c) List the steps in compensation management process
  
6. (a) Define Discipline  
 (b) Explain the types of discipline.  
 (c) Describe the red hot-store rule.