

Managing Human Resources: Exam Information – 25S1

Structure of the exam

Time – ten minutes reading time plus *two hours* working time

Eight short-answer questions – six questions @ 10 marks each and two questions @ 20 marks each, for a total of 100 marks. You must answer *all* questions. The exam counts 40% of your final grade.

To clarify the exam format, these are actual questions from previous exams –

1. Does the Capuchin monkey research support the ‘equity theory of motivation’? Explain your answer. (This sample question refers to a different textbook used prior to 2023.)
2. In the context of reference checking, the textbook warns that ‘a few kind words today could see you in court tomorrow – and a few bad words could too!’ Explain both parts of this statement in your own words. What are the relevant legal risks?

The exam is *open book*. However, it is essential to *prepare carefully*. Be sure to create a detailed, written *study outline*, as there will not be enough time to search the textbook for answers to all questions during the exam.

Possible exam topics

The exam questions are drawn from some of the following topics. Note – not all topics will be covered in the exam.

Chapter 4. Human resource management and the law

Unfair discrimination

Chapter 6. Recruiting human resources

Internal and external recruitment

Chapter 7. Employee selection

Validation of selection procedures

Interviews as a method of selection

Chapter 8. Appraising and managing performance

Measuring performance

Chapter 9. Human resource development

Evaluating the effectiveness of training

Chapter 10. Career planning, development and employee motivation

Content theories of motivation

Process theories of motivation

Chapter 12. Employee health and safety

Occupational health and safety strategies

Current occupational health and safety issues

Chapter 13. Managing change

Restructuring and downsizing

Chapter 14. Managing diversity

Legal issues in managing diversity