**[https://cas.seu.edu.sa/cas/images/logo.png](https://cas.seu.edu.sa/cas/login?service=https://lms.seu.edu.sa/webapps/bb-auth-provider-cas-BBLEARN/execute/casLogin?cmd=login&authProviderId=_105_1&redirectUrl=https://lms.seu.edu.sa/webapps/portal/frameset.jsp&sessionIdForLogout=5CD337C3E58DD15ECCAFFCFB223ACE53)**

**Mid Term Examination – March2014**

**MGT 211:HUMAN RESOURCE MANAGEMENT**

**ANSWER ALL THE QUESTIONS ON THE SAME QUESTION PAPER**

**Section I (1 mark each)**

1. State true or false (1x5)

Q.1 Permits employees to review personnel files in privacy act 1974. True

Q.2 Technology and information technology have little impact of hrm. False

Q.3 Employee empowerment increases worker involvement and productivity. True

Q.4Hr planning must be separate from the organizations overall strategy. False

Q.5 Job analysis is a systematic exploration of the activities within a job. True

Tick the correct option (1x5)

Q.6 The most common violations requiring disciplinary action is

a. Attendance & job behaviour b. Attendance & honesty c. Both a & b

d. None of the above

Q.7 which of the following is not external source of recruitment?

a. Advertisement b. Promotion c. Employment agencies d.Employee referrals

Q.8 Human resource planning is essential because of frequent………….

a. Complaints b. Labour turnover c. Employee training d.Competition

Q.9 The HR planning at the national level is generally done by……..

aConsultant b.Managers c. Council d. Government

Q.10 ……..is a written record of the duties responsibilities and condition of the job.

A. Human resource information system b. Skill inventory c. Job analysis d.Job description

Section ii (2x5)

Short answering questions (10 marks, 2 marks each)

1.write four basic function of hrm.?

1. staffing

2. training and development

3. motivation

4. maintenance.

2. Write the name of four HR department area?1. employment

2. training

3. compensation

4. employee relation.

3. What is the family and medical leave act of 1993?

Federal legislation that provides employees with up to 12 weeks of unpaid leave each year to care for family members or their own medical reasons.

4.what is fair credit reporting act of 1971?.

An acts the requires employers to notify employees that their credit is being checked.

5.what are the four most common violations requiring disciplinary action??

1. attendance.

2. job behaviours

3. outside activities

4. dishonesty

**Section iii (1 x 5 mark)**

**Answer any one essay type question**

1. Describe the importance of human resource management.

Hrm is responsible for the people dimension of the organization. It is responsible for hiring competent people ,training them, helping them perform at high levels and providing mechanism to ensure that these employees. Maintaintheir productive affiliation with the organization.

Or

2. What is sexual harassment? Explain two type of sexual harassment.

Anything of a sexual nature that creates a condition of employment, an employment consequence, or a hostile or offensive environment

1.Guid pro quo harassment-some type of sexual behaviour is expected as a condition of employment.

2. Hostile environment harassment-offensive and unreasonable situations in the work place that interfere with the ability to work.