



PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES MAY-AUGUST 2025 ASSESSMENT

FORMATIVE ASSESSMENT

Qualification / Course : BUSINESS MANAGEMENT L6

Unit of Competency : MANAGE HUMAN RESOURCE

WRITTEN ASSESSMENT TIME: 3 HOURS

INSTRUCTIONS TO THE CANDIDATE:

- 1. Read all the instructions carefully before attempting the questions.*
- 2. This paper consists of two sections, A & B.*
- 3. You are allowed 3 Hours to Answer the questions.*
- 4. Marks for each question are indicated in brackets.*
- 5. Write your responses in the Separate Answer booklet provided.*
- 6. Do not write anything on this question paper.*

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. Outline **FOUR** objectives that a HR manager seeks to achieve through succession planning. [4 Marks]
2. State **FOUR** dangers of always filling vacant positions using existing staff. [4 Marks]
3. Outline **FOUR** benefits that Ramah may derive from laying a lot of emphasis on person-organization fit when hiring staff. (4 Marks)
4. List **FOUR** reasons that may guide the decision to use head hunting as source of candidates during recruitment. [4 Marks]
5. Outline **FOUR** types of information that should be included in job advertisements for newly created positions in your organization. [4 Marks]
6. Outline **FOUR** consequences that an employee may face as a result of missing an induction exercise during the employee on boarding process. [4 Marks]
7. State **FOUR** negative consequences of the lack of diversity in an organization. [4 Marks]
8. Outline **FOUR** shortcomings associated with the management judgement method to forecast demand for human resources in an organization. [4 Marks]
9. Identify **FOUR** challenges encountered in the human resource planning process. [4 Marks]
10. Name **FOUR** tools a human resource manager can use to determine an organization's current and future human resource needs. [4 Marks]

SECTION B: (60 MARKS)

*Answer any **THREE** questions in this section.*

11. (a) Merish Limited intends to conduct employment interviews and the human resource manager is in the process of constituting an interview panel. Identify **FIVE** skills that one should possess in order to become a panelist. (10 Marks)

(b) The human resource manager at Wendo Limited is in the process of preparing human resource planning objectives. Explain **FIVE** qualities that the objectives should meet in order to be considered appropriate. (10 Marks)
12. (a) The Human Resource manager in your organization is scheduled to carry out an induction training for the newly recruited staff and has requested you to prepare a presentation on the same. Highlight **FIVE** areas that you would cover in the presentation. (10 Marks)

(b) Newly recruited employees at Wextom Limited are assigned tasks without due regard for their qualifications. Explain **FIVE** challenges that the organization may face as a result of this practice. (10 Marks)
13. a) ABC Corporation intends to fill the Chief Finance Officer position, following a recent resignation. Outline and briefly describe the **STEPS** involved in the selection procedure [10 Marks]

b) As a HR professional, advise a newly established company on **FIVE** benefits of using external sources of candidates over internal sources during the recruitment process. [10 Marks]
14. a) You have been selected to head a team that will be selecting candidates to fill positions that have been created recently in your company. Discuss **FIVE** ways (methods/modes) human resource practitioners can use to conduct interviews in HRM [10 Marks]

b. One of the leading questions person-organization fit is how workers and organizations select each other, and how person-organization compatibility impacts that association. As an expert in human resource management, explain **FIVE** major strategies that can help to assess and improve person-job fit within an organization [10 Marks]