

ASSESSMENT # 2

Total Marks: 30

Answer the following questions?

- 1.** Describe the following terms with reference to job competence. 10
 - i. Technical Skills
 - ii. Performance Skills
 - iii. Competence Factors
- 2.** What type of information is included in job descriptions and what are the various categories in a job description? 5
- 3.** How are job specifications different from job descriptions? 5
- 4.** Describe the type of costs involved for hiring new employee. 5
- 5.** What are the different options for finding suitable candidate? 5