

### ASSESSMENT # 1

Total Marks: 30

1. Give short answers to the following questions: (18)
  - i. What does Human Resource Department do?
  - ii. Outline the objectives of Human Resource Management in an organization.
  - iii. What are the benefits of clear recruitment process?
  - iv. Is there a need for human resource management specialists and if so, what should their role be? How is this role evolving?
  - v. Outline the ethics of HRM as relating to the organization and the individual employee.
  - vi. What is the relationship between personal effectiveness and people management?
  
2. What are the main functions of Human Resource Management? (6)
  
3. How many opportunities of staff development can you think of? Here are some ideas. (6)
  - Refresher training
  - Providing materials for self-study