ESSAY QUESTIONS (100 marks)

INSTRUCTION:

This section consists of **FOUR (4)** essay questions. Answer **ALL** questions.

QUESTION 1

a)   Define job analysis   (3 marks)

b)   "The human resource manager can obtain data or information in preparing the job analysis by using a few methods". Based on the information above, explain any **THREE (3)** methods.   (12 marks)

c)   There are many reasons why organizations conduct job analysis. Briefly explain **FIVE (5)** reasons.   (10 marks)

QUESTION 2

a)   "An effective training programme will be beneficial for the organization". Based on the information above, describe any **FIVE (5)** benefits that the organization gets from the training programme.   (15 marks)

b)   Explain any **FIVE (5)** types of training which can be applied in the organization.   (10 marks)

POLITEKNIK
Jabatan Pengajian Politeknik

EXAMINATION AND EVALUATION DIVISION
DEPARTMENT OF POLYTECHNIC EDUCATION
(MINISTRY OF HIGHER EDUCATION)

COMMERCE DEPARTMENT

FINAL EXAMINATION
JUNE 2012 SESSION

P4123 : HUMAN RESOURCE MANAGEMENT

DATE : 21 NOVEMBER 2012 (WEDNESDAY)
DURATION : 2 HOURS (8.30AM – 10.30AM)

This paper consists of **FOUR (4)** pages including the front page.
Essay (4 questions - Answer ALL questions)

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DO NOT OPEN THIS QUESTION PAPER UNTIL INSTRUCTED BY THE CHIEF INVIGILATOR

QUESTION 4

> **Factory Blast Kills Two**
> Two maintenance workers were killed and two others injured when a methanol tank exploded at the world's largest fatty alcohol production factory in Prai Industrial Estate
>
> *The Star*, 1 March 2006

   i.   State **FIVE (5)** causes of accident at work place.

(10 marks)

   ii.   Explain **FIVE (5)** employer's actions in administering the workers health and safety problem.

(10 marks)

   iii.   State **TWO (2)** objectives of Occupational Safety and Health Act

(5 marks)

QUESTION 3

Industrial relations involve an interaction between the employers and workers. In industrial relations, the employee will be represented by a union. The union is one of the best platforms used in collective bargaining.

a)   What is collective bargaining?

(3 marks)

b)   List down **FIVE (5)** main objectives of setting up the union labour in Malaysia.

(5 marks)

c)   Explain **THREE (3)** main reasons for employees to join trade unions

(12 marks)

d)   List down **FIVE (5)** kinds of actions that should be taken by the employers in order to avoid employees to be involved in the union labour organization.

(5 marks)