

UNIVERSITY OF FORT HARE

HRM : PROCUREMENT

IPS 211

DEGREE - SUPPLEMENTARY / SPECIAL EXAM PAPER

JANUARY 2019

Time: 3 HOURS
Subject: HRM : PROCUREMENT
Marks: 100

This paper consists of 4 pages including the cover page

Internal Examiners

Johan Delport (UFH)

External Examiners

Ms. N.I. Gcaza (UFH)

INSTRUCTIONS

- 1) CLEAN CLEAR HANDWRITING PLEASE – I CANNOT MARK IT, IF I CANNOT READ IT!**
 - 2) CLEARLY NUMBER YOUR ANSWERS**
 - 3) If you used additional paper, please ensure that your student number is included on the document**
-

1) Please indicate the correctness of the following statements by marking the appropriate block (yes/true) and (no/not true/false)

(32)

QUESTION / STATEMENT	Yes / True	No / False
1) The first operative function of personnel management is procurement		
2) At present, scientific methods are used for recruitment and selection		
3) The functions of HRM , include Service activities (welfare activities).		
4) A job profile, can help uncover safety issues		
5) The South African Constitution includes elements, as far as Access to courts, is concerned		
6) Job analysis can help researcher identify the jobs needed for his/her research field / topic		
7) A Strategic Job Analysis focusses on Focus on outcomes based competence		
8) A Functional Job Analysis (FJA), Describes the nature of job		
9) The Critical incident Technique (CIT), as job analysis method, Record incidents or behaviors		
10) Supervisor must verify job description		
11) The BCEA includes / covers elements as far as Deduction of union duties (fees), are concerned		
12) The Employment Equity Act (EE) gives effect to section 9 of the Constitution of the Republic of South Africa, 1996, in so far as the empowerment of women and gender equality is concerned;		
13) Coaching is a relationship oriented process		
14) IF... labour demands EXCEEDS labour supply, then organizations, should consider Voluntary early retirement		
15) Inside "moonlighting" or contracting, is an external source of staff recruitment		
16) When conducting recruitment planning, the organization does not require a job description, if you want to fill a position		
17) Workforce planning does not need the use of Use statistical information		
18) Coaching requires a lot of design and planning		
19) Validity refers to the fact that I can "trust" my research information.		
20) Substantive Fairness, refers to the fact that the organization "runs the risk of "discriminating against someone".		

QUESTION / STATEMENT	Yes / True	No / False
21) The labour market from which the employer recruits, is influenced by labour market conditions, which affect the whole country		
22) The sector (market) in which employer operates, also influence the selection process		
23) Elements of validity, reliability and fairness is "central" in assessment		
24) The choice of staff selection methods depends on The complexities of administration		
25) Electronic aspects play an important role and are tools to help the staff selection process		
26) Time gaps in employment, is one of the Red Flags to look for during recruitment		
27) Employment tests are Used to "sample" if the employee will "fit" into the job and the organization		
28) Grapho analysis is one of the tests used in the selection process		
29) Procedural fairness measures weather Was confidentiality was breached		
30) Only successful candidate will be medically tested, during the recruitment and selection process		
31) Competency Modelling, Involves designing complete set of competencies, required to meet outcomes of the job		
32) Ergonomics refers to "What human "traits" are needed to do the job well"?		

Please answer the following additional question/s

1. Once the Organization has "concluded", it's recruitment and selection process, they need to conduct an analysis of the effectiveness of the process. Please list and discuss the 8 elements used in the Selection matrix , to conduct a review of the effectiveness of the process. (1 mark for list + 1 mark for discuss /explain)	(16)
2. The Main Goal of an Induction program, is to Assist with "introduction" the new employee into the organization. Please list 9 the goals (object) of induction , as outlined by Kleynhans .	(9)
3. "New" pay strategies, must add value to the organization. By using "Emerging pay systems", the organization attempts to introduce a different and new way of compensating employees. Please list and discuss the 4 Emerging pay systems, which can be used within an organization. (1 mark for list + 1 mark for discuss / explain)	(8)
4. The SABPP has highlighted 5 objectives of ERM (E mployee R elations M anagement). Please list these 5 objectives.	(5)

<p>5. Peter Strasheim designed some very interesting questions, when facing an ethical challenge. This set of questions will assist HR and all Managers, to think through the choices facing them when working through a dilemma. Please list and discuss the 6 "ethical dilemma questions posted by Strasheim. (1 mark for list + 1 mark for discuss / explain)</p>	<p>(12)</p>
<p>6. The first operative function of personnel management is procurement. It is concerned with procuring and employing people who possess necessary skill, knowledge and aptitude. Please list and discuss the 9 <u>Functions of Personnel / HR Management</u>, as outlined in Chapter 1 of the learning material. (1 mark for list + 1 mark for discuss / explain)</p>	<p>(18)</p>

TOTAL (32 + 9 + 8 + 5 + 12 + 18) =

(100)

===== end of document =====