



STAMFORD COLLEGE

SCHOOL OF HUMAN RESOURCE MANAGEMENT DIPLOMA IN HUMAN RESOURCE MANAGEMENT SEMESTER 3

DHRM 411: RECRUITMENT AND SELECTION

Date : 14 March 2007 (Wednesday)

Time : 9.30 am –12.30 pm

Duration: 3 hours

Instructions to Candidates

Answer FOUR out of SIX questions.

Please ensure that this examination paper contains SIX questions on ONE printed page before you start the examination.

Books, papers and other written materials are not allowed to be brought into the examination hall. A candidate who violates the examination rules of Stamford College or commits a malpractice will be disqualified from the examination.

Candidates may use calculators provided the calculators give no printout, have no work display facilities, are silent and cordless.

Write your Examination Index Number on each page of your answer booklet.

Answer any FOUR out of SIX questions.

Question 1

Explain FIVE categories of tests used as a part of the procedure in making selection decisions.

(25 marks)

Question 2

(a) Describe FIVE types of interview conducted during the selection process. (10 marks)

(b) State ONE problem that may appear when conducting an interview. (5 marks)

(c) How do you conduct an effective interview? (10 marks)

(Total = 25 marks)

Question 3

(a) Define the terms 'job description' and 'job specification'. (10 marks)

(b) Explain the steps involved in job analysis. (15 marks)

(Total = 25 marks)

Question 4

What are the internal and external sources of candidates for effective recruitment?

(25 marks)

Question 5

What are the methods used to collect effective job analysis information?

(25 marks)

Question 6

(a) Define recruitment. (5 marks)

(b) What are the advantages and disadvantages of internal and external sources of recruitment? (20 marks)

(Total = 25 marks)

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