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**IQRA NATIONAL UNIVERSITY**

**BUSINESS ADMINISTRATION DEPARTMENT**

**Mid-Term, Fall Semester 2020 Course Title: Human Resource Management**

**Instructor: Ms. Sameen Shah Total Marks: 30**

**Time Allowed: 3-hours**

**Instructions for Online Exam**

* **Students must complete the paper within the 3 hours.**
* **The student may not use his or her textbook, course notes, Google, or receive help from any other source for copy/paste or cheating purposes.**
* **Paper containing more than 18% of plagiarized content will not be marked.**
* **Copied answers will not be considered for checking/marking.**
* **Plagiarized papers will be forwarded to UFM (Unfair Means) committee for further disciplinary action.**
* **Students may not share their answers with their classmates.**

Q1 (a): How is HRM important in helping an organization reach its goals effectively and efficiently? Explain through the different functions of HRM. (7 Marks)

(b): Give example of evidence-based HRM. (3 Marks)

Q2 (a): What are the uses of Job Analysis for a new business? How can Job Analysis be used in an already established business? (6 Marks)

(b): Give 10 generic sample questions that you may ask during Job Analysis of any position in an organization. The questions must be listed in order of their importance. (4 Marks)

Q3 (a): What factors should organizations keep in mind while hiring from external sources? Make an exhaustive list of all factors that must be considered. (5 Marks)

(b): Make a vacancy ad for the position of Data Analyst in an international advertising agency. What makes your advertisement effective? How will you measure its effectiveness? (5 Marks)