

1. Assess the advantages and disadvantages of an internal recruitment.
2. Identify and explain the types of interview questions.
3. Explain the main standards for selection test
4. Identify and explain the steps and types of selection process.
5. Assess the advantages and disadvantages of an external recruitment
6. Explain how recruiting function influence to the other HR functions
7. Explain the recruiting function of the HRM.
8. Identify the types of interview.
9. Explain the stages of strategic HR planning.
10. Assess the advantages and disadvantages of an external and internal recruitment.
11. Identify and explain the steps and types of selection process.
12. Compare product organizational structure and functional organizational structure.
13. Define the HRM. Describe components of your definition.
14. Assess the advantages and disadvantages of an external and internal recruitment.
15. Assess the advantages and disadvantages of an external recruitment.
16. Describe the appropriate dress code for interview.
17. Identify the types of interview.
18. What would be the results of the HR planning and how it would be use in the developing of the other HR functions?
19. Identify and explain the steps of the recruitment process.
20. Describe the main mistakes made in CV form.
21. Define and explain parts of CV form.
22. Identify the main aspects of HR planning.
23. Identify and explain the main recruitment sources.
24. Explain the compensation and benefits function of the HRM.
25. Explain the performance management function of the HRM.
26. Explain the HR planning function of the HRM.
27. Identify and explain external elements of a SWOT analysis. Illustrate the application of the external elements using an example.
28. Define the main HR competencies and explain how HR competencies are designed.
29. Identify and explain the elements of a SWOT analysis. Illustrate the application of the SWOT analysis using an example.
30. Identify and explain the main functions of the HRM.
31. Explain the impact of HR competencies in development developing of other functions of HR.
32. Identify and explain external elements of a SWOT analysis. Illustrate the application of the external elements using an example.
33. Identify and explain the internal elements of a SWOT analysis. Illustrate the application of the internal elements using an example.
34. Explain the training and development function of the HRM. Identify the objectives of this function.
35. List main sources used in preparation of job descriptions and describe the preparation of a job description.

36. Analyse how the target group of company may influence to design of HRM system.
37. Illustrate and explain different types of organizational structure. Support your answer with a diagram for each structure.
38. Explain a business process by supporting your answer with a detailed example of step-by-step explanation of any sample business process.
39. Illustrate how the design and analysis of business processes may be used HRM.
40. Explain the terms of skills, ability and knowledge. Support your answer using an example.
41. Explain the term of competitive advantage. Support your answer using an example.
42. Explain the Employee and Labor Relations function of the HRM.
43. Explain the equal employment opportunity function of the HRM.
44. Explain the health, safety and security function of the HRM.
45. Identify the method of job interview.
46. Explain how HR strategy aligning with the company strategy.
47. Explain how HR planning aligning with the company strategic planning.
48. Explain the impact of HR planning function on other functions of HRM.
49. Illustrate how the design and analysis of business processes may be used HRM.
50. Explain the impact of recruitment function on other functions of HRM.
51. Analyse the objectives of HR planning and explain the impact of these objectives on development of other functions of HRM.
52. Define the main HRM competencies and explain how HR competencies are designed.
53. Explain the impact of HR competencies in development of other functions of HR.
54. Explain the main purpose of interview questions.
55. Identify and explain recruitment policies and procedures.
56. Identify the elements of plan for a new hire orientation program.
57. Identify the steps for on-boarding new employees.
58. Explain the steps of the preparation the successful integration of the new hire.
59. Explain the main benefits of orientation program.
60. Explain the model of David Ulrich.
61. Identify the key roles of HR.
62. Explain the different aspects of HR roles.
63. Explain the main learning styles.
64. Identify the levels of training need analysis.
65. Identify and explain the main steps to design the training and development system.
66. Explain the main categories of training costs.
67. Identify the purpose of compensation system.
68. Identify and explain the main steps to design the recruiting system.
69. Identify and explain the main steps to design the total reward system.
70. Define and explain the components of total reward strategy.
71. Explain the factors that influence wages and salary in the company.
72. Define and explain the main steps to design the performance management system.
73. Explain the steps of performance appraisal.
74. Identify and explain the main method of performance appraisal.

75. Explain the main components of performance management system.