**Yusifova Xatirə\_İnsan resurslarının idarə eilməsi**

1. Show with examples why human resource management is important to all managers.
2. What megatrends determine future challenges in Human Resource Management? Briefly describe each.
3. How does innovation matter to Human Resource Management? Explain through examples.
4. Identify and explain through examples the roles for Human Resource Management
5. How does value change matter to Human Resource Management? Explain through examples.
6. What are the basic components of a job description and specification? Briefly describe each.
7. Why is job analysis considered to be a basic human resource tool? What are the types of information required for job analysis?
8. Compare and contrast the methods used to conduct job analysis.
9. Discuss how telework and work flexibility are linked to work-life balancing efforts.
10. Define job design and briefly describe the approaches to varying job design.
11. What are the typical alternatives to recruitment that a firm may use? Explain.
12. Compare and contrast advantages and disadvantages of internal recruitment with external recruitment.
13. List and briefly explain the external recruiting sources.
14. List and briefly explain the internal recruiting sources.
15. List different ways that labor markets can be identified and approached.
16. What are the sources and methods of recruitment that might be used for the following jobs?

* college professor who just received his or her Ph.D.
* senior accountant with a CPA
* entry-level accountant
* skilled automobile mechanic
* entry-level machine operator

17. Explain why Internet recruiting has grown and how it affects recruiting efforts done by employers.

18. Describe the areas to consider when doing recruiting measurement.

19. What environmental factors could affect the selection process? Describe each.

20. Describe the basic characteristics of properly designed selection tests. Explain how validity and reliability are related to selection.

21. Contrast several types of selection interviews and some key considerations in conducting these interviews.

22. Identify the importance of realistic job previews and application screening efforts to the selection process.

23. Diagram the sequence of a typical selection process. Specify how legal concerns affect background investigations of applicants and use of medical examinations in the selection process.

24. ***A problem ad?*** Dorothy overlooked some of the proper recruiting practices, which resulted in an excessive number of unqualified people applying. What are they?

Dorothy Bryant, recruiting supervisor for International Manufacturing Company in Salt Lake City, Utah, had been promoted to her position after several years as a group leader in the production department. One of the Dorothy's first assignments was to recruit two software design engineers for International. After considering various recruitment alternatives, Dorothy placed the following ad in a local newspaper with a circulation in excess of 1 000 000:

***Employment Opportunity***

***For Software Design Engineers***

2 positions available for software design engineers desiring career in growth industry.

Prefer recent college graduates with good appearance.

Apply Today! Send your resume,

In confidence, to: D.A.Bryant

International Manufacturing Co., P.O. Box 1515

Salt Lake City, UT 84115

More than 300 applications arrived in the first week, and Dorothy was elated. When she reviewed the applicants, however, it appeared that few people possessed the desired qualifications for the job.

25. Explain the Job Characteristics Model through examples.

1. Explain the process of orientation and its purposes.

2. Identify the types of analyses used to determine training needs. Explain each type through examples.

3. What are the various internal training and development methods? Briefly describe each.

4. Explain through giving an example for each of the levels of training evaluation.

5. What are the steps that exist in the training and development process? Briefly explain each.

6. How are Training and Development programs evaluated? Explain.

7. Explain learner characteristics during the process of training design.

8. Briefly describe the design issues of training process.

9. Compare and contrast the advantages and disadvantages of e-learning.

10. What are the various external training and development methods? Briefly describe each.

11. What are the characteristics of an effective performance appraisal system? Explain.

12. Describe each of the performance appraisal methods: essay, behaviorally anchored rating scales, critical incidents.

13. Define performance appraisal, briefly describe the basic purposes of it and the various raters that can conduct the performance appraisal.

14. What aspects of an employee's performance should an organization evaluate? Why?

15. Identify the components of performance management systems.

16. Explain the 360-degree feedback evaluation method and its purpose.

17. Describe the importance of training managers and employees about performance appraisal, and give examples of rater errors.

18. Identify several concerns about appraisal feedback and ways to make it more effective.

19. Compare and contrast different raters during the process of performance appraisal of supervisor.

20. Describe each of the performance appraisal methods: ranking, forced distribution, MBO (Management by Objectives).

21. Explain what succession planning is and the scope of talent management.

22. List and explain the career issues that organizations and employees must address.

23. Briefly describe management development methods.

24. Explain the scope of talent management.

25. Explain what succession planning is and its steps.

1. Distinguish between the following job evaluation methods: the ranking, classification and factor comparison.
2. Identify the general components of total rewards and give examples.
3. Distinguish between the following job evaluation methods: the ranking, classification and Hay.
4. How do large companies develop pay structures? Briefly describe each stage.
5. Compare and contrast the following concepts: pay structure, pay grade, and pay range.
6. What are the primary determinants of individual financial compensation? Briefly explain.
7. Explain the principles of compensation system.
8. Explain the advantages and disadvantages of market pricing used in valuing jobs.
9. Define variable pay and identify three elements of successful pay-for-performance plans.
10. What external and organizational factors should be considered as determinants of financial compensation? Explain.
11. Explain three ways that sales employees are typically compensated.
12. Distinguish between mandated and voluntary benefits and list three examples of each.
13. Describe each of the following workplace flexibility factors: flextime, compressed workweek, job sharing, telecommuting.
14. What types of leave shall employees be entitled to? Briefly describe each.
15. Explain at least five types of incentive wage system.
16. Why should a firm be concerned with employee burnout? Explain.
17. What are the major problems resulting from monotonous work? What are some ways to break up the monotony? Explain through examples.
18. Describe the organizational services and programs for building better health.
19. Describe what management can do to create a safe work environment.
20. Explain how strategic HR management is linked to the organizational strategies.
21. What actions could a firm take if it had a worker surplus and if it forecasted a shortage of workers?
22. Explain the different kinds of turnover and how turnover can be measured. How does turnover influence HR demand?
23. Explain the different kinds of absenteeism and how absenteeism can be measured. How does absenteeism influence HR demand?
24. Identify and explain methods for forecasting HR supply and demand levels.
25. Define HR planning and describe the HR planning process.