**UNEC International School of Economics**

**Human Resource Management Course**

**First Quiz Questions**

1. The key HR management roles in organization;
2. The main HR management functions;
3. Current and future HR management challenges;
4. Strategic HR management concept and strategic competencies for HR professionals;
5. HR Business Partner model;
6. Three key Strategic HR Management Tools;
7. Human capital and intellectual capitalconcepts;
8. HR planning process;
9. Personnel Needs Forecasting methods - Judgmental methods;
10. Personnel Needs Forecasting methods - Trend analysis and Ratio analysis methods;
11. Personnel Needs Forecasting methods - The Scatter plot and Markov analysis methods;
12. Forecasting the supply of internal candidates;
13. Person-job fit and job-person match concepts;
14. Job redesign;
15. Job design and work scheduling;
16. Job Enlargement, Job Enrichment, Job Rotation, and Job Sharing;
17. Job characteristics model;
18. Purpose and nature of job analysis;
19. Workflow analysis;
20. Job descriptions and job specifications;
21. Task-based job analysis;
22. Competency-based job analysis;
23. Methods of collecting job analysis information;
24. Quantitative methods of job analysis - Position analysis questionnaire;
25. Quantitative methods of job analysis - Department of labor (dol) procedure;

**Second Quiz Questions**

1. Internal and external sources of candidates;
2. Recruiting yield Ratio;
3. Validity and reliability in selection;
4. Selection criteria and its role in prediction of future performance of candidates;
5. Structured interview and the main interview types;
6. Competency Based Interview;
7. Systematic training process and its main phases;
8. Training needs assessment;
9. D. L. Kirkpatrick four levels training evaluation model and its elements;
10. Training transfer;
11. On the job and off the job trainings;
12. Talent Management System and its elements;
13. Succession planning process;
14. Talent Grid – Mckinsey-GE 9 box matrix;
15. Organizational-centered and individual-centered career planning;
16. Performance management system and its main components;
17. Performance-focused organizational culture;
18. Types of performance information and performance criteria;
19. Performance Metrics in Service Businesses;
20. The Balanced Scorecard and KPI’s;
21. Administrative and developmental approach to performance appraisal;
22. Advantages and disadvantages of Multisource (360-degree) performance appraisal;
23. Appraisal interview and appraisal feedback;
24. Category Scaling Methods in performance appraisal;
25. Comparative Methods in performance appraisal.

**Quiz 3 Questions**

1. Components of total reward system;
2. Types of compensation - Base and Variable Pay, Benefits;
3. Compensation Philosophies - Entitlement and Performance Philosophy;
4. External and internal equity in compensation;
5. Compensation strategies – “meet the market”, “lag the market” and “lead the market” strategies;
6. Job Evaluation Methods - Point method and Hay system;
7. Individual incentives - Piece-rate systems and individual bonuses;
8. Group/Team incentives;
9. Organizational incentives - profit sharing and employee stock plans;
10. Compensation of executive team;
11. Employment Selection, and Training in Small Businesses;
12. Procedural and distributive justice;
13. Competency-based pay;
14. Compensation of expatriates;
15. Performance-based pay increases;
16. Compensation of sale staff;
17. Employment appraisal and compensation in small businesses;
18. Types of HR Metrics;
19. Advantages of People Analytics;
20. Predictive HR analytics;
21. Different approaches to effective safety management;
22. Organizational Commitment and a safety culture;
23. Organization Safety Policies and Discipline;
24. Main causes of workplace accidents and injuries;
25. Inspection and Investigation of workplace accidents.