**Afgan Huseynov**

**Human Resources Management**

**Groups: 1042, 1003, 1004**

**EXAM QUESTIONS**

1. What is Human Resources Management? Please, describe with your own words.
2. How does Human Resources Management affect the Organization?
3. Please give at least 10 terminologies used in Human Resources and Explain not less than 5 of them.
4. How many functions do you know Human Resources may have? Please explain with you own words.
5. Describe the Managerial functions of Human Resources.
6. Describe Operational functions of Human Resources.
7. Describe Advisory functions of Human Resources.
8. List some HR positions and explain which positions do what?
9. Describe the differences between Policy – Procedure – Strategy
10. What is Strategy and for what and why companies need strategy?
11. How to design and implement HR strategy in the company.
12. What is policy? Give at least 3 examples with explanations.
13. What is procedure in HR? Explain how procedures are developed and followed. Give an example.
14. What is Trend in HR? Give examples and describe trends in HR
15. What are the benefits of Trends for HR?
16. Digital HR – HR and Technology. HR Networking. Describe these points with your own words.
17. Diversity. What is diversity in workplaces?
18. What is equity and equality? What are the differences between each other?
19. Discrimination and Harassment. What are they? What are their differences? Describe with samples.
20. What is Multiculturalism in workplaces? How much they are same with workplace diversity?
21. What is Management? What skills do Managers need? Describe with your own words.
22. Leadership styles. Describe all leadership styles with your own words.
23. What is Corporate Strategy? Describe the role of HR in Corporate Strategy with your own words.
24. Describe Change Management and role of HR in Change Management.
25. What is Corporate Social Responsibility (CSR)? What role does HR play in CSR?
26. Employee turnover. Describe with your own words.
27. Employee retention. Give explanation how companies should act to retain their employees.
28. What is Potential management? Describe how you understand it.
29. What is Talent Management?
30. What are the processes of Talent Management and how does it differ from HR?
31. What is Recruitment? Definition. Understanding and Responsibilities.
32. Internal and External Recruitment. Explain how they are different from each other.
33. What are the differences between structured and unstructured interview?
34. How to design a perfect interview. Please describe with your own words.
35. Explain: Behavioral, Case, and informational interviews.
36. Please, list and explain different interview types ( Traditional, Distant, stress, group panel and others)
37. Please, explain what the common mistakes are done by HRs during interviews.
38. Please, explain what the common mistakes are done by candidates during interviews.
39. Explain how the recruitment process be conducted advisedly.
40. What is Selection? Please, explain the role of selection in recruitment process.
41. What are the differences between Recruitment and Selection?
42. What is Nepotism? Please, explain how an organization should implement Nepotism in order to avoid discrimination.
43. What is Induction?
44. What is Training? Explain and give the definition.
45. What are the differences between training and development?
46. External and Internal Needs. Explain how a company defines their training needs?
47. What are internal and external trainings? How they differ from each other?
48. Individual and Group trainings. What are their advantages and disadvantages?
49. What training methods and techniques do you know? Give examples and explain them.
50. Explain Implementation of Training Programs and Their Evaluation process.
51. Perform a Training Needs Assessment as a part of Training process. Explain 4 essential steps.
52. Analyze your audience. Develop Learning Objectives. These are the steps of Training process. Explain them please.
53. Designing training materials in a Training process. How do understand it? Please, explain with your own words.
54. Training after evaluation process. What essential aspect should you consider to evaluate the process successfully?
55. What is SMART? Explain SMART objectives.
56. What is HSEE and what is work for?
57. Why safety is required at workplaces?
58. How to create a successful safe working environment?
59. What is ergonomics in safety and HR?
60. What is Wellness Program? Why companies implement WP?
61. What is a Labor relation and what are the objectives of it?
62. Explain the term of Performance and Performance management with your own words.
63. Why Performance Management is important?
64. Explain the Performance Management Cycle please.
65. Explain the phase 1 (Planning) in Performance Management Cycle.
66. Explain the phase 2 (Monitoring) in Performance Management Cycle.
67. Explain the phase 3 (Reviewing) in Performance Management Cycle.
68. Explain the Rater mistakes on Performance Management Cycle.
69. What is Performance Appraisal Process?
70. Why Performance Appraisal is Important?
71. Management by Objectives and Forced Distribution Performance Appraisal Systems. Explain them please.
72. 360 degree feedback and Performance Ranking Performance Appraisal Systems. Explain them please.
73. Combined Manager – Employee and Behaviour Focused Performance Appraisal Systems. Explain them please.
74. Unstructured Method. Straight Ranking. Psychological Performance Appraisal Systems. Explain them please.
75. Employee Rewards Systems. Describe and differ Compensation and Benefits.