**Əhmədov Tural\_İnsan resurslarının idarə edilməsi**

1. When a company moves jobs to another country, who benefits? Who loses? Do you think offshoring is ethical? Why or why not?
2. Describe trends in the labor force composition and how they affect human resource management.
3. Discuss how the need for flexibility affects human resource management.
4. Define the elements of a job analysis, and discuss their significance for human resource management.
5. Define employee empowerment, and explain its role in the modern organization.
6. Discuss how technological developments are affecting human resource management.
7. ​If you were to start a business, which aspects of human resource management would you want to entrust to specialists and why?
8. How can human resource management contribute to a company’s success?
9. Should social responsibility be a matter of business strategy (deciding whether the practices will boost profits in the long term), ethics (deciding whether the practices are morally right), or both? Why?
10. Define what competitive advantage is and provide an example on it.
11. Define job analysis and job design argue whether it is worth doing.
12. Discuss what performance management is about.
13. Define corporate social responsibility and provide a local and international example about it.
14. Explain employee empowerment and argue to what extent it contributes to the company's performance.
15. Define "mergers, acquisitions, downsizing, reengineering and outsourcing" and justify whether these techniques can be applied locally.
16. Explain key elements of "alternative work arrangements" and discuss to what extent they can be used in Azerbaijan.
17. Compare and contrast video resume and conventional resume and argue which one is more discriminatory.
18. Describe a situation of discrimination during selection, recruitment, at work or promotion.
19. Define "job description" and "job specification" and provide a detailed real life example on both of them.
20. Explain "Job Characteristics Model" based on a profession.
21. Consider a job you want to redesign based on efficiency, motivation, and ergonomics. Argue on what grounds would you want to make these changes.
22. Detail inputs, activities and outputs in the service industry in local and international company/institution and argue which components are more critical.
23. Do employee benefits have to be used equally in order for them to be fair or ethical? Why or why not? If you were in the HR department of a company where some employees were unhappy about this issue, how would you recommend that the company address it?
24. Imagine that you work in human resource management at a company that has decided to adopt telework as a way to retain valued employees. Suggest ways you can help the company proceed with this plan as ethically as possible.
25. Do employee benefits have to be used equally in order for them to be fair or ethical? Why or why not? If you were in the HR department of a company where some employees were unhappy about this issue, how would you recommend that the company address it?
26. Describe major types of employment tests and argue whether a specific employment test should be applied in Azerbaijan.
27. Discuss the relative merits of internal versus external recruitment. Give an example of a situation in which each of these approaches might be particularly effective.
28. Summarize how to implement a successful training program and how to evaluate the success of a training program.
29. Explain how employers carry out the process of making a selection decision.
30. Define the elements of a job analysis, and discuss their significance for human resource management.
31. Describe recruitment policies organizations use to make job vacancies more attractive.
32. Define the multiple-hurdle model and explain whether it is an efficient one.
33. How can organizations improve the quality of their interviewing so that interviews provide valid information?
34. Give an example of a personnel policy that would help attract a larger pool of job candidates and another example that would likely reduce the pool of candidates. Would you expect these policies to influence the quality as well as the number of applicants?
35. Describe how to plan effective training programs and compare widely used training methods.
36. How do a company’s ethical obligations to employees from its own country differ from its ethical obligations to employees who are citizens of other countries? Please argue!
37. For each of the following jobs, select the two kinds of tests you think would be most important to include in the selection process. Explain why you chose those tests.

* City bus driver
* Insurance salesperson
* Member of a team that sells complex high-tech equipment to manufacturers

1. Some organizations set up a selection process that is long and complex. In some people’s opinion, this kind of selection process not only is more valid but also has symbolic value. What can the use of a long, complex selection process symbolize to job seekers? How do you think this would affect the organization’s ability to attract the best employees?
2. Compare in-person interviewing with video or online interviewing in terms of the effectiveness criteria (reliability, validity, ability to generalize results, utility, and legality). Which method is superior and why?
3. Describe training methods for employee orientation and diversity management and explain how to assess employees’ readiness for training.
4. Explain advantages and disadvantages of interviewing and argue whether interviewing may or may not be a sound platform to reveal talents.
5. Suppose your organization needs to hire several computer programmers, and you are reviewing résumés you obtained from an online service. What kinds of information will you want to gather from the “work experience” portion of these résumés? What kinds of information will you want to gather from the “education” portion of these résumés? What methods would you use for verifying or exploring this information and why?
6. Summarize the advantages and disadvantages of ways to eliminate a labor surplus and avoid a labor shortage.
7. Describe the behavior description interview and argue to which job vacancy that interview type would match well and why?
8. Explain how to assess the need for training and discuss how to link training programs to organizational needs.
9. Compare the common methods used for selecting human resources and argue whether conventional techniques are still reliable in recruiting best candidates.
10. For a company making decisions to increase or decrease its workforce, what priority should it give to the following considerations: (a) business advantage; (b) equal employment opportunity; and (c) being a good citizen, caring about the wellbeing of its country’s people? How, if at all, can these considerations be balanced?
11. Describe types of the interview and argue which one is more effective if the employer intends to hire best-matching dean of the school.
12. Define the role of exit interviews and argue whether it makes sense to hold such an interview in terms of employee separation and retention.
13. Argue whether employers or employees are responsible for your company's reputation and illustrate a relevant example.
14. Define the elements of job satisfaction and dissatisfaction and argue whether it is of critical importance for employers.
15. Compare and contrast transfers, downward moves and promotions and argue why and under what conditions companies may be willing to use them.
16. What is the glass ceiling? What are the possible consequences to an organization that has a glass ceiling? How can employee development break the glass ceiling? Can succession planning help? Explain.
17. Discuss the objectives of performance management system and define five criteria for measuring its effectiveness.
18. Define 'ergonomics' and argue whether it is of key priority in terms of human resource management.
19. Define nepotism, argue why it is illegal and illustrate examples on recent cases on an international level.
20. Describe major sources of performance information in terms of their advantages and disadvantages.
21. Argue whether citizens should have privilege during the recruitment process. Illustrate an example that fits to citizen preference in hiring.
22. Define employment tests and argue which one is more critical in portraying candidate’s potential.
23. Define job withdrawal (physical and psychological) and assess it based on the cost-benefit analysis for a company.
24. Explain how organizations contribute to employee’s job satisfaction and retain key employees.
25. Discuss legal and ethical issues that affect performance management.
26. Explain how to provide performance feedback effectively.
27. Summarize ways to produce improvement in unsatisfactory performance.
28. Compare the major methods for measuring performance.
29. Consider how you might rate the performance of three instructors from whom you are currently taking a course or you have taken so far. Write three items to use in rating the instructors.
30. Suppose you were recently promoted to a supervisory job in a company where you have worked for two years. You genuinely almost all you co-workers, who now report to you. The only exception is one employee, who dresses more formally than the others and frequently tells jokes that embarrass you and other workers. Given your preexisting feelings for the employees, how can you measure the performance fairly and effectively?
31. Besides giving employees feedback, what steps can a manager take to improve employees’ performance?
32. Discuss employee development and argue whether HR should or should not incorporate this policy.
33. Discuss how organizations are meeting the challenges of the glass ceiling, succession planning and dysfunctional managers.
34. Why should organizations be interested in helping employees plan their careers? What benefits can companies gain? What are the risks?
35. Explain how job dissatisfaction affects employee behavior.
36. A risk of disciplining employees is that some employees retaliate. To avoid that risk, what organizational policies might encourage low-performing employees to leave while encouraging high-performing employees to stay?
37. A member of a restaurant’s serving staff is chronically late to work. From the organization’s point of view, what fairness issues are involved in deciding how to handle this situation? In what ways might the employee’s and other servers’ ideas of fairness be different?
38. Provide two examples of an administrative decision that would be based on performance management information. Give two examples of developmental decision based on this type of information.