1. Describe the Roles and purpose of having Human Resources Position within the company.
2. Please, describe the history of Human Resources Management with your own words. How the HR was developed in the last century.
3. What are 4 R of HR and how they follow each other? Please, describe a situation where an HR specialist fails to follow one of the “R”.
4. What are two main HR divisions and how they linked to each other?
5. What three main clauses from Constitution of the Republic of Azerbaijan defined and developed Labor Code of Azerbaijan Republic.
6. Why the Labor Code is developed? Why is it necessary?
7. Whom the Labor code of Azerbaijan Republic are not applied to? Please describe it and give the reason why.
8. Permissions and bans of breach of contract by employers. Under what terms may or may not employers end the contract with employees.
9. What HR positions you can list? Describe at least three of their duties.
10. What roles and functions includes to HR positions?
11. Who is HR Partner within the company? Describe their responsibilities please
12. What is outsourced company in HR? What are their cons and pros for clients?
13. Please describe the link between HR and Economy.
14. Please, describe what are HR policy, HR strategy and HR Procedure.
15. Describe the differences traditional HR standards to modern SHRM roles within the company.
16. What is Diversity and Equity within the company? How it is controlled?
17. What types of discriminations may be and how should it be prevented?
18. What is Harassment? Describe with samples.
19. What HR trends were developed in the last 30 years?
20. HR and Technology. What benefits may technological innovations bring to Human Resources Management?
21. HR Talent trends. What makes companies to search for talents?
22. How these tendencies (trends) affected HR in the last 10 years?
23. HR Networking. How can you link modern requirements of HR with Networking?
24. What are the differences between outsourcing and outstaffing?
25. What differ Harassment and Discrimination?
26. What is Corporate Strategy? What is the role of HRM in corporate Strategy?
27. What is Change Management? Why Companies need changes in Management?
28. What is CSR? Describe role of HR in CSR.
29. Describe Governance, Merges and Acquisitions.
30. TUPE and Labor Code of Azerbaijan Republic. How they differ from each other?
31. Describe what Organizational Development is.
32. What is “Management skills” and what skills do Managers need?
33. What are main Management styles? Describe them please.
34. What are 2 main leadership styles and how they differ from each other?
35. Talent and Potential Management? What they are?
36. Describe retention and turnover (employee) in HR.
37. What is Recruitment and what is Selection?
38. Please describe the differences between internal and external recruitment.
39. Please list all steps of Recruitment Process.
40. What are 2 main recruitment steps and what are they? What are their sub-methods (not types)?
41. What are interview types? Please describe a situation where an HR can combine more than one of them?
42. What are main mistakes done by HR in interviews?
43. Please, differ Halo and Horns effects of mistakes.
44. What is Nepotism? Please, describe how a company can implement Nepotism as company procedure to avoid from discrimination.
45. Education-Learning-Training-Development. Please describe their interrelation.
46. Please describe the differences between Training and Development.
47. Training Needs. How company defines their needs in training?
48. Internal and External Trainings. What they are. What are their advantages and disadvantages?
49. Six Sigma in training and development. Please describe it.
50. What is Management Development? What are main steps of Management Development?
51. Why Health and Safety is required for workplaces?
52. What is Health and Safety and what is wellness program? What differs them? Please describe with your own words.
53. What steps are required to prevent accident in workplaces?
54. What Differs safe and unsafe workplaces? Please describe with your own words.
55. How the Safety integrated to SHRM system?
56. List some terms used in Safety standards? What are they for? What international organizations do you know that are engaged in developing HSE standards?
57. What is Performance management?
58. Importance, Problems and benefits of having Performance Management within company.
59. Please describe the link between Performance management and performance evaluation with your own words.
60. Why appraisal systems are important? Please describe with your own words.
61. Please describe the performance management cycle.
62. Show the alignment of Performance Management systems with other HR procedures.
63. What is Employee Rewards system?
64. Motivation. Compensation. Benefit. Please describe with your own words and give samples.
65. Describe Directive management style and show where they are effective and ineffective.
66. Describe Authoritative management style and show where they are effective and ineffective.
67. Describe affiliative management style and show where they are effective and ineffective.
68. Describe participative management style and show where they are effective and ineffective.
69. Describe pacesetting management style and show where they are effective and ineffective.
70. Describe coaching management style and show where they are effective and ineffective.
71. What are the differences between similarity and Primacy effect in interview mistakes?
72. Recruitment, training and performance management. Please list them by chronological order and describe which one should follow each other and how? Please describe with your own words.
73. How does recruitment (wrong selection) affect employee performance? Please describe with your own words?
74. How does training (wrong decision) affect employee performance? Please describe with your own words?
75. How does recruitment, training and performance evaluation process affect corporate strategy? Please describe by your own words.