

**AZƏRBAYCAN RESPUBLİKASI TƏHSİL NAZİRLİYİ**

**AZƏRBAYCAN DÖVLƏT İQTİSAD UNİVERSİTETİ**

**BEYNƏLXALQ İQTİSADİYYAT MƏKTƏBİ**

**Theoretical tools**

**Müəllim: İlkin Zeynallı**

**Fənn: İnsan resusları**

**Qrup 1025-1026**

**Final Exam Questions**

1. Describe scope of Human Resources Management
2. Explain emerging role of Human Resources Management
3. Describe roles of HR executives
4. Describe challenges to HR Professionals
5. List and explain functions of Human Resources Management
6. Identify & categorize stakeholders of HRM
7. Illustrate tall structure and flat structure of organizational chart
8. Define formal & informal groups in organizations
9. Explain importance of Human Resources Planning
10. Describe factors affecting Human Resources Planning
11. Describe forecasting techniques used in Human Resources Planning
12. State and explain factors governing recruitment
13. Explain internal versus external recruitment: advantages & disadvantages
14. List sources of recruitment: Building Pool of Candidate
15. Distinguish Personnel Management and Human Resource Management
16. List characteristics of Personnel Management
17. List characteristics of Human Resource Management
18. Define equality & diversity: Protected Characteristics under the Equality
19. Define direct discrimination and illustrate at least one example about it
20. Define indirect discrimination and illustrate at least one example about it
21. Define associative discrimination and illustrate at least one example about it
22. Define perceptive discrimination and illustrate at least one example about it
23. Define harassment (third party) and illustrate at least one example about it
24. Define victimisation and illustrate at least one example about it
25. Define disability discrimination and illustrate at least one example about it
26. Describe elements of work flow analysis and explain how work flow is related to an organization’s structure;
27. Explain the ways how to obtain information for a job analysis;
28. Explain elements and trends in job analysis and their significance in HRM;
29. Describe the methods for designing a job so that it can be done efficiently and in a motivating form;
30. Explain how organizations apply ergonomics to design safe jobs and plan for mental demands of a job;
31. Define Job Description (JD) and its key components;
32. Define Job Specification (JS) and KSAO characteristics;
33. Explain The Job Characteristics Model;
34. Explain the importance of trainings;
35. Describe main training principles;
36. Explain importance of a systematic approach to training;
37. Describe why training is important and distinguish amongst training, education and development;
38. Define the ASK concept, and comment upon the relative difficulty in developing people’s attitudes, skills and knowledge;
39. List the nine steps in the training process and explain each step;
40. Explain The Gap Concept;
41. Explain the differences between Training, Education & Development;
42. Describe Five Principles of Learning;
43. Explain key concepts in preparing a Training Plan;
44. Describe the nine steps in the Training Process;
45. Explain managers’ roles in Career Management;
46. Define psychological contract between employee and employer/manager;
47. List and explain benefits of Performance Management to managers;
48. List and explain benefits of Performance Management to employees;
49. List and explain benefits of Performance Management to company;
50. Define SMART principle in Performance Management and explain the meaning of each symbol reflected in SMART;
51. Explain importance of Interim Review process in Performance Management;
52. Describe Performance Management cycle and its stages;
53. Explain advantages & disadvantages of Lagging pay policy;
54. Explain advantages & disadvantages of Matching pay policy;
55. Explain advantages & disadvantages of Leading pay policy;
56. Define narrow-graded salary grading model and give an example about it;
57. Define broad-graded salary grading model and give an example about it;
58. Define broad-banded salary grading model and give an example about it;
59. Define career family salary grading model and give an example about it;
60. Define job family salary grading model and give an example about it;
61. List and explain main principles of effective Grading Systems;
62. Define Range Penetration ratio (indicating its calculation formula) and explain the meaning of it in external recruitment;
63. Define Compa-Ratio (indicating its calculation formula) and explain the meaning of it in external recruitment;
64. Describe the safety and health management program to include elements, job roles, and steps to set up a program;
65. Discuss elements of a safety and health management;
66. Explain benefits of a team approach in safety and health management;
67. Explain how to conduct a job/task hazard analysis;
68. Define accident and near miss;
69. Describe worksite analysis;
70. Describe hazard prevention and control hierarchy;
71. Explain the importance of electronic information systems in HRM;
72. Implications of staff turnover;
73. HR KPIs: Employee Retention and Turnover Ratios;
74. Explain the concept of Talent Management;
75. Explain the concept of Succession Planning;