



1<sup>st</sup> SEM.2012/2013

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**UNIVERSITY OF SWAZILAND**

**FINAL EXAMINATION PAPER**

**PROGRAMME:**

- B.Sc. Agric. & Biosystems Engineering Year III**
- B.Sc. Agric. Economics & Agribusiness Management Year III**
- B.Sc. Agronomy Year III**
- B.Sc. Animal Science Year III**
- B.Sc. Food Science, Nutrition & Technology Year III**
- B.Sc. Consumer Science Year III**
- B.Sc. Horticulture Year III**
- B.Sc. Textiles, Applied Design & Management Year III**

**COURSE CODE:** AEM 301

**TITLE OF PAPER:** ORGANISATION AND HUMAN RESOURCE MANAGEMENT

**TIME ALLOWED:** TWO (2) HOURS

**INSTRUCTIONS:**

1. ANSWER ALL QUESTIONS
2. EACH QUESTION CARRIES TWENTY (25) MARKS

**DO NOT OPEN THIS PAPER UNTIL PERMISSION HAS BEEN GRANTED BY THE CHIEF INVIGILATOR**

**Question One**

- (i) Distinguish among the following in relation to the forecast of labour demand and human resource planning in the workplace: (i) Workforce analysis; (ii) Workload analysis; and (iii) Job analysis. **(15Marks)**
- (ii) Mention four salient information that must be available (or sourced) in order to comprehensively forecast labour supply in the workplace. **(10Marks)**

**Question Two**

With the aid of a diagram, explain the essential steps involved in carrying out a detailed job analysis. **(25Marks)**

**Question Three**

- (i) Distinguish clearly between “job description” and “job specification”. What are the uses of a detailed job description in the workplace? **(9Marks)**
- (ii) What are the alternatives to implementing a formal recruitment procedure in the workplace? Enumerate and discuss. **(16Marks)**

**Question Four**

- (i) List six indicators that could compel or suggest the need for the training of manpower in the workplace. **(9Marks)**
- (ii) Enumerate and discuss the salient factors that could affect workers’ perception in the workplace. **(16Marks)**