

1. **HRM functions that are important for a company include:**
 - Human resources planning
 - Staffing
 - Performance management
 - Compensation and benefit management
 - Training and development
 - Maintaining a harmonious employee relationship

2. **Human resources planning (HR planning) is the foundation of a company's staffing process.**
With human resources planning (HR planning),

3. **Human resources planning (HR Planning) is important to a company as it helps a company:**

4. **If current manpower is over-utilised,**

If current manpower is under-utilised,

5. **A skills inventory consolidates employees' information relevant for promotion & transfer decisions.**
With a skills inventory, HR managers can determine

6. The role of a human resources manager in the recruitment process:

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7. Staffing concerns the acquisition of a sufficient number of qualified employees to fill a company's planned openings.

The staffing process may use to fill the position of a marketing manager is as follows:

- **Recruitment**

- **Selection**

- **Employment**

8. **Job analysis** is **important** to a company because:

9. **Job selection process:**

20. Disadvantages of hiring temporary staff to fill job vacancies are as follows:(part-time/contract)

21. Permanent vs temporary workers:

22. Reasons why a company prefers recruiting outside the company rather than appointing internal staff for a new job position. ****External recruitment****

23. Companies want to fill their positions with external candidates as

24. The kind of company will have a smaller supply of external candidates:

25. The government can change the size and composition of a country's labour force by:

26. **Factors affecting the supply of external candidates of a company:**
27. If the **unemployment rate** is low, the HR manager will find it difficult to recruit a sufficient number of quality employees.
28. **Job posting methods** commonly used to attract **external candidates** are:
29. The three types of **employment agencies** in Hong Kong are:
30. **A company may hire commercial employment agencies for help:**

31. **The Labour Department:**

32. **Advantages of using job fairs to recruit employees are:**

33. **The advantages of Online job posting in hiring employees are:**

34. **The advantages of posting the job vacancy in the newspaper are:**

(b) **The problems are:**

35. **Factors affect internal inflows of human resources:**

36. **Factors affect outflows of human resources:**

37. **Employee referral:**

Advantages of filling job vacancies through **employee referral:**

Disadvantage of filling job vacancies through **employee referral:**

38. **Outsourcing**

means hiring a *contractor* to perform some jobs that are done internally by paying a *sub-contracting fee*.

The reasons are:

39.

40. **Methods select a job applicant:**

41. **Conducting an **interview** with an applicant may be subject to various **interviewer biases** including:**

42. Reasons of conducting an **interview**:

43. Items commonly would be tested in a job interview:

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44. **Types of interviews:**

Group interview: When the interviewer wants to observe the candidates' interaction with other applicants

Stress interview: When the interviewer wants to examine whether the candidates can perform well under stress

Advantages:

Disadvantages:

45. Reasons why it is more effective for a company to select a candidate through a **work sampling technique** than a job interview.

46. a **stress interview** may test candidates'

47. **Structured interview** refers to the interviewer 's assessment of the applicant's performance with a set of standard questions for job interview and a scoring table.

48. **Advantages of using structured interview:**

49. Some companies use a **test** to determine if a job applicant will be suitable for a job:

Test of mental abilities: (in-house test)

Test of physical abilities:**

Test of Personality tests:

50. **Six differences between the way that large companies recruit senior managers:**

51. **Advantages of using internal candidates to fill the vacancy are as follows:**

52. **Ways to inform employees internally about its job vacancies:**

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53. **Advantages of using external candidates to fill the vacancy are as follows:**

54. **Disadvantages of using external candidates to fill the vacancy of are as follows:**

55. **Disadvantages of using internal candidates to fill the vacancy are as follows:**