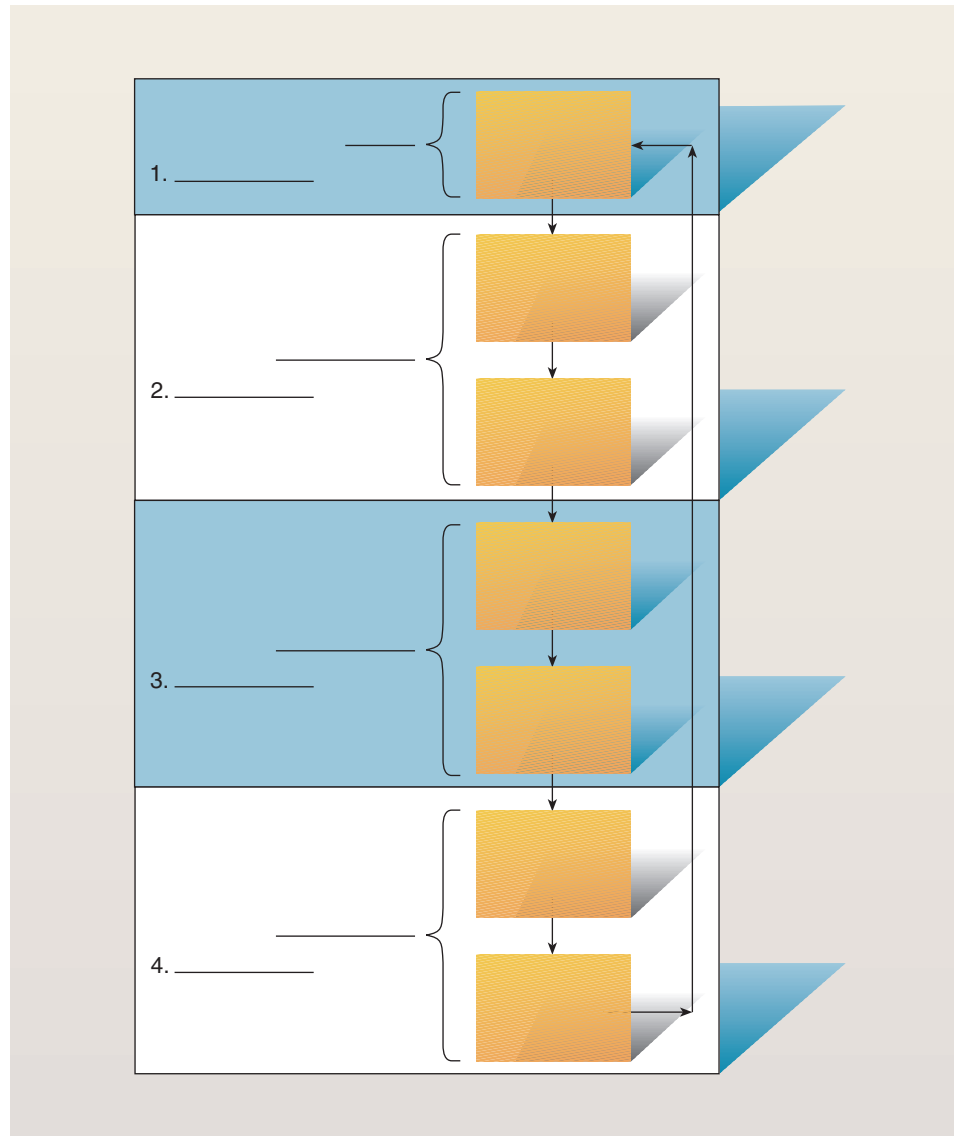


THE HUMAN RESOURCE MANAGEMENT PROCESS



INSTRUCTIONS

List the four major steps in the human resource management process and the subdivisions they comprise.

INTERNAL AND EXTERNAL FACTORS THAT INFLUENCE WORK FORCE FORECASTING

INTERNAL FACTORS

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-
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EXTERNAL FACTORS

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-
-
-
-

INSTRUCTIONS

List the internal and external factors that influence work force forecasting.

COMMON DATA CATEGORIES IN HUMAN RESOURCE INFORMATION SYSTEMS

1. _____	2. _____
•	•
•	•
•	•
•	
•	
•	
3. _____	4. _____
•	•
•	•
•	•
•	•
•	•
•	•
•	•
5. _____	6. _____
•	•
•	•
•	•
•	•
	•
	•

INSTRUCTIONS
Name the six categories of data found in most HRIS systems, then give examples of data found in each category.

SUMMARY OF MAJOR FEDERAL EMPLOYMENT LAWS

1.

2.

3.

4.

INSTRUCTIONS

Identify the four major federal employment laws and give a brief description of each.

PLANNING THE INTERVIEW

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-
-

CONDUCTING THE INTERVIEW

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-
-
-
-
-
-

AFTER THE INTERVIEW

-
-
-

Source: B.M. Farrell, "The Art and Science of Employment Interviews," *Personnel Journal* 65 (1986): 91-94.

INSTRUCTIONS

List the guidelines for conducting effective structured interviews at each stage of the interview process (before, during, and after).

TRAINING OBJECTIVE: IMPART INFORMATION OR KNOWLEDGE

-
-
-

TRAINING OBJECTIVE: DEVELOP ANALYTICAL AND PROBLEM-SOLVING SKILLS

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-
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TRAINING OBJECTIVE: PRACTICE, LEARN, OR CHANGE JOB BEHAVIOURS

-
-
-
-

TRAINING OBJECTIVE: IMPART INFORMATION OR KNOWLEDGE; DEVELOP ANALYTICAL AND PROBLEM-SOLVING SKILLS; PRACTICE, LEARN, OR CHANGE JOB BEHAVIOURS

-

Source: A. Fowler, "How to Decide on Training Methods," *People Management* 25, no. 1 (1995): 36.

INSTRUCTIONS

Under each training objective listed, give examples of the various training methods most suitable for that objective.

WHAT TO DISCUSS IN A PERFORMANCE APPRAISAL FEEDBACK SESSION

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
-

Source: H.H. Meyer, "A Solution to the Performance Appraisal Feedback Enigma," *Academy of Management Executive* 5, no. 1 (1991): 68-76.

INSTRUCTIONS

What five items should you discuss during a performance appraisal feedback session?