



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF PUBLIC ADMINISTRATION

2019_2 EXAMINATION

COURSE CODE: PAD354

COURSE TITLE: Manpower Planning and Administration

CREDIT UNITS: 3

INSTRUCTION: 1. Indicate your Matriculation Number Clearly
2. Attempt Question one (1) and any Other Three (3) Questions – Four in Questions in all

3. Question One (1) is Compulsory and Carries 25 marks, while the Other Questions carry 15 marks each.

4. Present all your points in Coherent and Orderly Manner

TIME ALLOWED: 2 ½ Hrs

Question 1a. Define the Concept of Job Evaluation. [5 marks]

1b. Identify and discuss Five (5) principles of Manpower Planning. [20 marks]

Question 2. According to Wikstrom, “Human Resources Planning or Manpower Planning Consists of a Series of Activities”. Discuss Five (5) of these activities. [15 marks]

Question 3. Identify and Explain Ten (10) Weaknesses in Manpower Planning and Development Machinery as outlined by the Udoji Commission. [15 marks].

Question 4a. List and Discuss Six (6) Characteristics of Performance Appraisal. [12 marks]

4b. List Six Purposes of Performance Appraisal. [3 marks]

Question 5. Enumerate and Discuss Five (5) Behaviors which Constitute Indiscipline in the Civil Service. [15 marks]

Question 6. Enumerate and discuss the factors that should be put into consideration to ensure successful future Manpower forecasting. [15marks]

