



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, NnamdiAzikiwe Express Way, Jabi - Abuja
FACULTY OF MANAGEMENT SCIENCES
2022_1 EXAMINATION.

COURSE CODE: PAD 354
COURSE TITLE: Manpower Planning and Administration
CREDIT UNIT: 3
INSTRUCTION: 1. Indicate your Matriculation Number clearly
2. Attempt question one (1) and any other three (3) questions; four 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 a coherent and orderly Manner
TIME ALLOWED: 2½Hours

1. (a) As a scholar of Public Administration, what do you understand by Manpower Planning?
(b) Identify and explain the various steps in Manpower Planning (Compulsory, 25 Marks)
2. (a) List and discuss at least FIVE importance of Manpower Planning
(b) Identify and explain FIVE benefits of Manpower Planning to an organisation
(c) List and explain FIVE obstacles facing organisations in Manpower planning (15 Marks)
3. 'Recruitment is a critical Managerial function'
(a) What is recruitment
(b) Identify and discuss at least FOUR sources of Internal and External recruitment (15 Marks)
4. (a) What do you understand by a Selection process in Manpower Planning?
(a) Identify and discuss the various steps in the employee selection process (15 Marks)
5. 'Training is crucial for organisational development and success'
(a) What do you understand by Manpower Training?
(b) Identify and explain at Least Five benefits of Manpower Planning
(c) Identify and explain at least TWO Methods of Manpower Planning (15 Marks)