



NATIONAL OPEN UNIVERSITY OF NIGERIA
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja
FACULTY OF MANAGEMENT SCIENCES
DEPARTMENT OF ADMINISTRATION
2020_1 EXAMINATION

COURSE CODE: PAD354

COURSE TITLE: Man Power 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 questions in all**
- 3. Question one (1) is compulsory and carries 25marks, while the other questions carry 15marks each.**
- 4. Present all your points in coherent and orderly Manner**

TIME ALLOWED: 3Hrs

1(a) Define Manpower Planning and explain its major activities as outlined by Wikstrom (15 marks)

1 (b) Discuss the relevance of manpower planning (10 marks)

2. Describe 3 steps in manpower planning (15 marks)

3. Explain with examples how manpower environment is affected by technological, social, economic and political factors. (15 marks)

4. Explain the manpower utilization problem in Nigeria and the factors responsible for them in terms of the economic social and political subsectors of the country. (15 marks)

5. List and explain four (4) external sources of procuring personnel in an organisation. (15 marks)

6. What is Performance Appraisal? Explain the main characteristics of Performance Appraisal (15 marks)