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UNIVERSITI TUN HUSSEIN ONN MALAYSIA

**FINAL EXAMINATION
SEMESTER I
SESSION 2021/2022**

COURSE NAME : HUMAN RESOURCE AND
PROFESSIONAL ETHICS
COURSE CODE : BBY11204
PROGRAMME CODE : BBY
EXAMINATION DATE : JANUARY / FEBRUARY 2022
DURATION : 3 HOURS
INSTRUCTION : 1. ANSWER ALL QUESTIONS
2. THIS FINAL EXAMINATION IS
A **ONLINE** ASSESSMENT AND
CONDUCTED VIA **CLOSE**
BOOK

THIS QUESTION PAPER CONSISTS OF **TWELVE (12)** PAGES

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SECTION A

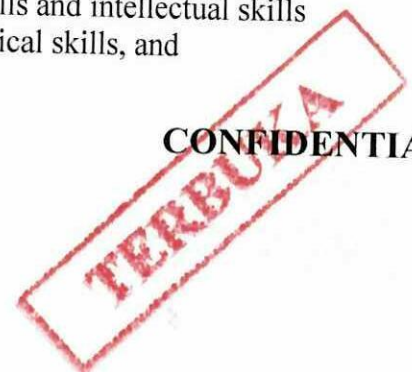
Answer all questions

- Q1** Which statement define human resource development?
- A A range of coordination and action manage within specific time to produce positive behavior
 - B A range of management activities in flexible time to coordinate positive behavior
 - C The complete work of attracting activities to maintaining workforce
 - D The complete range of effective activities to enhance work motivation
- Q2** What are the differences between human resource management (HRM) and human resource development (HRD)?
- A HRM is continous function and HRD is routine function
 - B HRM is focus on organizational target and HRD is focus on individual employee
 - C HRM enhance employee performance and HRD increacse company achievement
 - D HRM is manage to improve performance and HRD is manage to improve employee
- Q3** The function of and human resource development (HRD) as stated as follows **except**
- A Investigate the individual preferences in developing their career path.
 - B Flexibility in identify the knowledge and skills for individual development.
 - C Develop performance appraisal to keep employee external and internal motivation.
 - D Develop creative solution to enhance management and organisational structure.
- Q4** The definition of work ethic is
- A increase healthy work culture.
 - B human rights, right to lifes and personal behaviour.
 - C value based on hardwork and diligence.
 - D the phrase or work smart.
- Q5** Career adaptibility is transtision and foster by five principles. Which one is not involve in the principle proposed?
- A exploration
 - B establishment
 - C personal control
 - D orientation

- Q6** The use of vocational psychology in modern organisation is
- A select the potential candidate within organisation.
 - B enforce certain unit in organization to meet organization goal.
 - C improve staff rate based on qualification.
 - D allocate workers in constructive unit.
- Q7** Which statement define as investigative worker?
- A Connect in numerical ability activities and independent
 - B Conduct numerical thinking and detail oriented
 - C Connect the creative thinking and numerical ability
 - D Conduct energetic numerical activities and self confident
- Q8** Accountability in management and administration for employee status is refer to
- A policy
 - B strategy
 - C approach
 - D procedure
- Q9** The process of recruitment and selecting employee in staffing organization steps as follows **except**
- A job information, qualified applicant and accept position.
 - B abilities need, qualified applicant, provide good job deal.
 - C job information, provide good job deal, qualified applicant.
 - D abilities need, job information, accept position.
- Q10** What is the differences between vision and mission of organization?
- A Vision is a plan of action to achieve particular set of objectives and mission is the action to manage particular of activities
 - B Vision is expectation of what going to do with employee and mission is the expectation of what going to do with future action
 - C Vision is what we expect to become as an organization at a particular future time and mission is expectation of what going to do in order to become the organisation that envisioned
 - D Vision is what we need to become as a human resource management goal at future time and mission is expectation of what going to do in order to become performed organisation
- Q11** How to apply the strength from SWOT analysis criteria in construction project management?
- A Application from reliable investor and financial agreement
 - B Application of supervise broad project
 - C Application of new method skills
 - D Application of work simulation with skillful teamwork

- Q12** The steps of job analysis are
- A distribute job information, conform job criteria, write job description
 - B distribute job advertisement, update job information, write job description
 - C compile job information, analyse job information, writing job description
 - D compile job description, analyse job criteria, write job information
- Q13** The process of job analysis are
- A gather background data, represent representative the position analysis, job description, job specification.
 - B gather background data, represent information of position analysis, job description, job specification.
 - C gather background data, analyse job description, prepare job position, job specification.
 - D gather background data, analyse job specification, prepare job description, analyse job position.
- Q14** The Job Characteristics Model (JCM) for designing or enriching job based on core job analysis **except**
- A reaction of how employee perform their task.
 - B the wisdom of to make decision and cotrolling the task performed.
 - C diversity of skill used to perform task.
 - D employer perception understanding important task.
- Q15** The Job Characteristics Model (JCM) focus on outcome which are
- A knowledge and skill.
 - B motivation and satisfaction.
 - C work and autonomy.
 - D feedback and result.
- Q16** “The process of phase out or merge tasks to the work arrangement is to improve performance”
- What is job design technique described in the statement?
- A Job simplification
 - B Integrated work team
 - C Job enrichment
 - D Self-managed team

- Q17** Strategic HRD is concerned with the following dimensions, **except**
- A the range of an organization's activities.
 - B the matching of the organization's activities to the environment.
 - C the matching of the organization's activities to available resources.
 - D the matching of the organization's activities to human resources.
- Q18** Strategic HRD is important to enable
- A the diversity of strategic approaches particularly in diversified corporations.
 - B the complexity of the strategy formulation process which inhibits the flow into functional strategy.
 - C individuals, supervisors, line managers and top managers to be informed of their roles and participate in HRD delivery.
 - D the evolutionary nature of business strategy which does not fit with the concept of planning and therefore makes it difficult to 'pin down' relevant HRM issues.
- Q19** Factors Affecting Job-Site Productivity can be catagorised as following characteristics **except**
- A finance conditions.
 - B labor characteristics.
 - C project work conditions.
 - D non-productive activities.
- Q20** "Problem solving, team building, talent development, performance management"
- The statement above best refers to which level of management?
- A Top level
 - B Middle level
 - C Low level
 - D Labor level
- Q21** One of the main roles of top management is to
- A evaluate performance of junior managers.
 - B responsible for coordinating the activities within the division or department.
 - C issue necessary instructions for preparation of department budgets, procedures and schedules.
 - D guide and instruct workers for day to day activities.
- Q22** The core comptencies of the HRD profession should consists of
- A technical skills, cognitive skills, hard skills and soft skills
 - B presentation skills, communication skills, writing skills and negotiation skills
 - C technical skills, business skills, interpersonal skills and intellectual skills
 - D project management skills, research skills, technical skills, and interpersonal skills

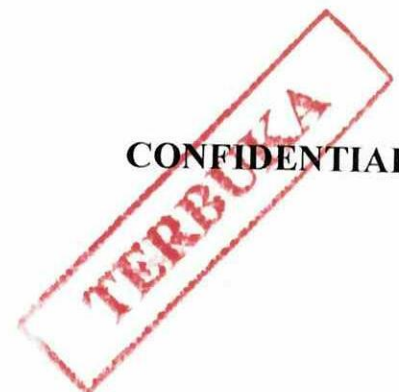


- Q23** Among characteristic of a healthy work culture is
- A apply the “Hitler Approach”.
 - B promote team building activities to bind the employees together.
 - C the team members should have a strict access to their boss’s office/cabin.
 - D employee should not be ready under any odd circumstances or change in the work culture.
- Q24** The advantage of the Construction Management At-Risk Delivery Method is
- A the construction manager does not have to be ready for potential changes.
 - B a cost overrun could cost the construction manager a great deal of money.
 - C the construction manager is allowed some mistake-related contingency.
 - D the construction manager can assume the risk, and has an incentive to act in the owner's interest and to efficiently manage costs.
- Q25** “It helps individuals to understand the causes of a conflict and helps prevent it at the right time”.
- The statement above is referring to
- A project management.
 - B conflict management.
 - C culture management.
 - D human resource management.
- Q26** Work culture is a concept which deals with the following statements, **except**
- A ideologies and principles of the organization.
 - B beliefs, thought processes, attitudes of the employees.
 - C the way employees interact with each other and how an organization function.
 - D refers to the action taken by the employees which further decides the ambience of the organization.
- Q27** Mentoring provides a variety of benefits to employees at all levels of organisation. How to describe activities that mentors engage in?
- A Conduct the relationship with mentee
 - B Offer support, advice and guidance
 - C Act as a manager
 - D Job description
- Q28** Career counselling is growing field of research within HRD. The issues that employees may bring up listed as follows **except**
- A break down in empolyee-supervisor relation.
 - B performance related issues.
 - C job satisfaction.
 - D job-related stress.

- Q29** A conflict is not very easy to control; an individual needs certain skill to manage it. Which skill is not necessary to control conflict?
- A Patience
 - B Impartial
 - C Emotional skills
 - D Effective communication skills
- Q30** “This phase involves with heated arguments, abuses, verbal disagreements and are all warning alarms which indicate that the fight is already on”
- Which phase of conflict indicated the above statement?
- A Triggering Event
 - B Initiation Phase
 - C Differentiation Phase
- Q31** Strategies for Preventing Conflict included all the below aspects, **except**
- A share information.
 - B share expectations.
 - C build boundary.
 - D built relationship
- Q32** “I enjoy intelectual and scietific work towards complex, abstract problem, logoical and analytical mind”.
- What type of vocational personality type represent the statement above?
- A Artistic
 - B Realistic
 - C Investigative
 - D Conventional
- Q33** What is the different between mentoring and coaching in workplace?
- A Mentoring- Career related issues; Coaching- Career related competencies
 - B Mentoring-Problem and opportunity focus; Coaching-Future-oriented
 - C Mentoring- Clarify difficulties; Coaching- Engage difficulties
 - D Mentoring-Enhance experience mentee; Coaching- transfer experience coachee
- Q34** Why Kirkpatrick’s Evaluation model is most commonly used method for evaluation training intervention?
- A A hierachy of learning outcomes
 - B Useful training perception
 - C Assesses availability and quality of human
 - D Identification training needs



- Q35** Types of conflict are
- I personal conflict
 - II religious conflict
 - III personal conflict
 - IV organizational conflict
- A I and III
B I, II and III
C I, III and IV
D I, II, III and IV
- Q36** What are the involvement factors to ensure the construction project sufficient of human resource to complete the project as scheduled?
- I Analyse risk management need to be concerned
 - II Ensure the skill sets of workers equivalent with the unit involved
 - III Prepare the hazard management procedure
 - IV Manage health and safety risk
- A I and II
B I and III
C II and III
D II and IV
- Q37** The comprehensive perspective in vocational behavior are
- I work life balance
 - II divergent view
 - III work satisfaction
 - IV dynamic context
- A I and II
B II and III
C I and III
D II and IV
- Q38** Why do we need to analyse job?
- I Human resource planning, job evaluation for compensation, staffing, training, performance management
 - II Human resource development, job assessment for compensation, human resource policy
 - III Human resource planning, recruiting and selecting, performance management, work safe environment
 - IV Human resource planning, employee performance, staff welfare, work safe environment



- A I and II
- B I and III
- C II and III
- D II and IV

Q39 The main human resources in construction are

- I owner/developer
- II contractor
- III consultant
- IV workers/labor

- A I and II
- B I, II and III
- C I, II and IV
- D I, II, III and IV

Q40 Which statement explain the Career Construction Theory?

- I Administer the way of instruction about how individual choose and use in work
- II Contribute the way of consideration in about how individual choose and use in work
- III Explain occupation consideration and work arrangement in different aspect of vocational behavior
- IV Describe occupation management and work allocation in different aspect of vocational behavior

- A I and II
- B II and III
- C I and III
- D II and IV



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SECTION B

Answer all questions in the column given

Q42 Identifies the knowledge, skills and abilities (KSAs) needed in order to perform a particular job in the organization. This statement is referring to (1 marks)

Q43 Setting up policy, training need analysis, design and develop training, conduct training and evaluate training. This statement is referring to (1 marks)

Q44 On going education to improve knowledge and skills for present and future job. This statement is referring to (1 marks)

Q45 List down **five** (5) how the process discover where knowledge and skills need improvement (5 marks)

Q46 How to develop training objectives? (5 marks)



Q47 How is Strategic HRD is contrast with the traditional view of training and development?

(3 marks)

Q48 List down **six** (6) the comparison between creativity and innovation in workplace

(6 marks)

Q49 Explain how to develop group of worker to manage the concept of creativity and innovation in workplace?

(4 marks)

Q50 List down **four** (4) the priority ranking to enhance professional ethic in workplace?

(4 marks)



SECTION C

Answer all questions and please upload your answer using pdf or image format at AUTHOR Assessment answer column.

- Q51** The construction system can be described as an IPO (Input, Process, Output) system. There are four elements in Input (Machine, Materials, Methods, Manpower) of this system and manpower is the most important factor among them and the organization can use and consume properly other factors are left by promoting and improving human resource (HR) or manpower, and human resource development is the main way to achieve improving HR quality.

Prepare the diagram to describe the process of IPO to improve performance in Construction Firm.

(30 marks)

-END OF QUESTIONS-

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