



**FACULTY OF BUSINESS**

**FINAL EXAMINATION**

Student ID (in Figures) : 

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Student ID (in Words) : \_\_\_\_\_  
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Course Code & Name : **HRM1414 STAFFING ORGANIZATION**  
Semester & Year : September 2024 – December 2024  
Lecturer/Examiner : Goh Poh Kim  
Duration : 2 Hours

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**INSTRUCTIONS TO CANDIDATES**

1. This question paper consists of 2 parts:  
  
PART A (30 marks) : THIRTY (30) multiple-choice questions. Shade your answer in the Multiple-Choice Answer Sheet provided. You are advised to use a 2B pencil.  
PART B (70 marks) : FOUR (4) short answer questions. Answers are to be written in the Answer Booklet provided.
2. Candidates are not allowed to bring any unauthorized materials except writing equipment into the Examination Hall. Electronic dictionaries are strictly prohibited.
3. This question paper must be submitted along with all used and/or unused rough papers and/or graph paper (if any). Candidates are NOT allowed to take any examination materials out of the examination hall.
4. Only ballpoint pens are allowed to be used in answering the questions, with the exception of multiple-choice questions, where 2B pencils are to be used.

**WARNING:** The University Examination Board (UEB) of BERJAYA University College regards cheating as a most serious offence and will not hesitate to mete out the appropriate punitive actions according to the severity of the offence committed, and in accordance with the clauses stipulated in the Students’ Handbook, up to and including expulsion from BERJAYA University College.

**Total Number of pages = 7 (Including the cover page)**

**PART A  
INSTRUCTION (S)**

**: MULTIPLE-CHOICE QUESTIONS (30 MARKS)**  
: Answer all **THIRTY (30)** multiple-choice questions.  
Write your answers in the Multiple-Choice Answer Sheet (s) provided.

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**END OF PART A**

**PART B  
INSTRUCTION (S)**

**: SHORT ANSWER QUESTIONS (70 MARKS)**  
: Answer all **FOUR (4)** short answer questions.  
Write your answers in the Answer Booklet (s) provided.

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**Question 1**

Define the following terms related to strategic staffing:

- a. Deploying
- b. Socializing
- c. Acquiring
- d. Traditional staffing
- e. Sourcing

(10 marks)

**Question 2**

Workforce planning is an important part of ensuring a company gets the right people at the right time. Describe the **FIVE (5)** steps a company would take in workforce planning.

(20 marks)

**Question 3**

What is a task statement? Fill up the following task statement table:

What	To whom	How	Why
Writes			
Drives			
Mow			
Supervises			

(20 marks)

**Question 4**

Companies often find it necessary and challenging to recruit new staff. However, with information technology (IT), company now can recruit with ease. Discuss **FIVE (5)** available information technology (IT) for recruitment.

(20 marks)

**END OF EXAM PAPER**