



ZIMBABWE

**MINISTRY OF HIGHER AND TERTIARY EDUCATION,
INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT**

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL CERTIFICATE

IN

HUMAN RESOURCES MANAGEMENT

MODULE: Recruitment and Selection

PAPER NO: 334/22/M01

DURATION: 3 hours

OCTOBER/NOVEMBER 2024 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

- 1. Answer any five (5) questions.**
- 2. All questions carry equal marks.**

PAPER NO: 334/22/M01 – RECRUITMENT AND SELECTION

QUESTION 1

Explain any five (5) uses of job analysis information. (20 marks)

QUESTION 2

Outline any five (5) faults/weaknesses associated with selection interviews. (20 marks)

QUESTION 3

Discuss five (5) benefits of human resources planning to an organisation. (20 marks)

QUESTION 4

Outline five (5) qualities of a good interviewer. (20 marks)

QUESTION 5

Explain five (5) examples of media used to advertise jobs. (20 marks)

QUESTION 6

Outline five (5) reasons why new employees are inducted before starting work. (20 marks)

QUESTION 7

Discuss five (5) components of a job advertisement. (20 marks)

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