



ZIMBABWE

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

**HIGHER EDUCATION EXAMINATIONS COUNCIL
(HEXCO)**

NATIONAL DIPLOMA

IN

**HUMAN RESOURCES MANAGEMENT, PURCHASING AND SUPPLY
MANAGEMENT, TRANSPORT MANAGEMENT AND OFFICE MANAGEMENT**

SUBJECT: Human Resources Management 1 PAPER NO: 526/15/S01

DURATION: 3 Hours

NOVEMBER / DECEMBER 2025 EXAMINATION

REQUIREMENTS

INSTRUCTIONS TO CANDIDATE

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

QUESTION 1

“Before participating in an interview, certain preparations must be made.” In line with the above statement, explain any five (5) preparations that must be made by both the interviewer and the interviewee prior to interviews. (20 marks)

QUESTION 2

Discuss the five (5) reasons why employees join trade unions. (20 marks)

QUESTION 3

“Keeping track of employee performance is of vital importance.” Explain any five (5) performance appraisal methods an organisation could use to accomplish this. (20 marks)

QUESTION 4

Explain any five (5) payment systems an organisation can use to carry out their payment of salaries and wages. (20 marks)

QUESTION 5

“Human resources planning is of vital importance to an organisation.” Critically analyse this statement using any five (5) points. (20 marks)

QUESTION 6

Explain any five (5) job evaluation methods that can be used by organisations to determine the relative value of jobs. (20 marks)

QUESTION 7

According to NSSA Statutory Instrument 68 of 1990 (SI 68 of 1990) employers have certain duties in health and safety. Explain any five (5) of these duties. (20 marks)

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