**Exam questions at the rate of «Planning, selection and certification activities»:
for Midterm Exam (1 Landmark control in writing)**

1.The origins of the emergence of modern human resource management.

2.Personnel management in theory and practice of classical management.

3.Paradigm of Personnel Management in the XXI century

4.Notion personnel.

5.Notion human resources.

6.Notion "personnel management".

7.Notion "human resource management".

8.Transformation personnel management in human resources management.

9.The main role of the professional personnel manager.

10.Human capital theory.

11.The concept of "Analysis of human resources“.

12.Measurement of individual value employee.

13.Stochastic model of positional

14.Economic approach.

15.Organic approach.

16.Humanistic approach

17.Types of personnel policy.

18.Stages of construction personnel policy.

19.Human activities and human resources strategy.

20.Terms development of personnel policy.

21.Designing the structure of the organization.

22.Assessment of staffing needs.

23.The analysis of the staffing situation in the region.

24.Analysis of activity.

25.Job descriptions.

26.Professiogram.

27.Psychogram.

**Recommended reading**

**Summary:**

1.Армстронг М. Стратегическое управление человеческими ресурсами/перевод с анг. - М.: Смысл, 2012.

2.Armstrong M. (2006). Strategic human resource management. Typeset by Caxon graphics Ltd.

3.Arthur D. Fundamentals of Human Resources Management.fourth edition. Amacom, 2011.

4. Бакирова Г.Х. Управление человеческими ресурсами. – СПб.: Речь, 2010.

5.Бакирова Г.Х. Тренинг по управлению персоналом. СПб.: Речь, 2011.

6.Базаров Т.Ю. Управление персоналом. Практикум. – М.:ЮНИТИ-ДАНА, 2013.

7.Барбара Арт. Bersin & Associates © 2011. High-Impact Leadership Development for the 21st Century (Part 1): Key Findings, Trends and Analytics.

8.Борисова Е.А. Оценка и аттестация персонала. – СПб: Питер, 2013.

9.Дубинская Е.Н.Техники подбора персонала. - СПб.: Речь, 2012.

10.Blancero D., Boroski J., Dyer L. Key competencies for a transformed human resource organization: results of a field study // Human resource management. - 2011. Vol.35. - № 3.

11.Stewart G., Brown K.G. Human Resource Management. Linking strategy to practice. Wiley, 2010.

**Further Reading:**

1.Базаров Т.Ю. Технология центров оценки персонала: процессы и результаты. - М.: Кнорус,

2.Дубинская Е.Н.Техники подбора персонала. - СПб.: Речь, 2012.

3.Кибанов А.Я. Управление персоналом. Учебник. - М.: ИНФРА-М, 2012.

4.Ковалев С.В. Работа с персоналом. – М.: Альфа-Пресс, 2008.

5.Почебут Л.Г., Чикер В.А.Организационная социальная психология. - СПб.: Речь, 2010.

6.Практикум по психологии менеджмента и профессиональной деятельности/под ред.Г.С.Никифорова, М.А.Дмитриевой и др. - СПб.: Речь, 2013.

7.Becker G.S. (2011) Human capital: Theoretical and Empirical Analysis. - N-Y., 2011.

**Internet resources:**

[www.nasoup.com](http://www.nasoup.com/). http://www.azps.ru

[http://www.top-personal.ru](http://www.top-personal.ru/)

[http://www.hrm.ua](http://www.hrm.ua/)

[http://www.hrm.ru](http://www.hrm.ru/)

**Requirements to the level mastery of content discipline:**

The main forms of competence of a student during the development of the course "Planning, selection and appraisal activity":

**Undergraduates need to know:**

• theoretical foundations of human resource management;

• nature of workforce planning, selection and certification of personnel activities;

• modern methods of planning, selection and certification activities rational and their scope.

**Undergraduates must be able to:**

• plan and predict changes in human resource capacity of the organization;

• develop personnel selection procedures and certification of personnel activities;

• conduct analytical work on the human resources;

**Undergraduates must possess:**

* skills in dealing with the strategic objectives of personnel management in general;
* skills in planning, selection and certification of personnel activity.

**General guidelines undergraduates:**

In the study of the course «Planning, selection and certification activities» undergraduates **recommended:**

• systematically keep records of lectures;

• systematically prepare for seminars on all subjects offered to participate actively in the discussion;

• Maintain Dictionary of basic scientific terms and concepts studied in the discipline;

• attend counseling teachers in studying the question of discipline.