

Al-Faraby Kazakh National University
Higher School of Economics and Business
Department of Management

**PROGRAMM AND
METHDOLOGICAL RECOMMENDATIONS FOR RUNNING OF
FINAL EXAM IN DISCIPLINE**

Human Resources management

(Наименование учебной дисциплины по учебному плану)

UK 4217

(Шифр дисциплины по учебному плану)

«БВ04102 – Менеджмент»

(Наименование образовательной программы в рамках которой(ых) дисциплина реализуется)

Almaty 2022 г.

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(Ф.И.О., ученая степень, ученое звание, должность)

The program and methodological recommendations for the final exam in the discipline " Human Resources management" were considered and approved at a meeting of the department "Management"

Protocol № 3 from «27 » September 2022

Introduction

The relevance and social significance of the discipline "Personnel Management" is due to the fact that the study and solution of issues of human resource management is the most urgent task of strategic and operational business management. In this connection, studying and passing the exam in the discipline "Personnel Management" seems to be especially relevant for students of the Educational program "6B04102 - Management" students of the 4th year, the English department. The exam will be conducted in written form, offline. Based on the results of training in 15 weeks, the final exam is carried out in the form of an oral exam. The exam is designed to test students' knowledge of the course, analytical skills and judgment on difficult issues and problem solving.

As a result of studying the discipline the undergraduate will be able to:

- collect and process information to create procedures for planning and implementing the organization's HR strategy at the enterprise level
- ensure the optimal use of internal human resources for the effective implementation of business processes and objectives of the organization
- apply various techniques in interviewing, compiling questionnaires, questionnaires and conducting interview
- participate in the management of personnel flows by organizing and supporting staff development and career planning, using a variety of incentive practices
- independently make decisions and evaluate their consequences, expressing professional judgment, analyzing relevant information, using a variety of analytical methods

Program topics and questions for exam preparation

1 Theme: Introduction to Human Resources management

Modern approaches to HRM. Terms and concepts in the field of HRM. Human capital

2 Theme Strategy and policy of human resource management

Human Resource Management Strategy. Principles of Human Resource Management. Human Resource Management Policy

3. Theme Competency-Based Approach in HRM

Concepts – competency and competence. The essence of the competency-based approach. Competency Models.

4. Theme Planning in Human Resource Management

Planning in HRM. Human resource forecasting methods. Personnel Marketing. Personnel planning

5. Theme Formation of human resources of the organization

Recruitment, selection and hiring of personnel. Recruiting. Outsourcing, outstaffing, outplacement and personnel leasing

6 Theme Workplace analysis

Workplace analysis. Job description. Professiogram

7. Theme Changing the status of an employee: organizational socialization and adaptation of personnel
Socialization. Staff adaptation. Career guidance
8. Theme Safe and healthy work environment
General approaches to the protection of personnel. Sources of hazards in the workplace. Measures to formation of labor safety
9. Theme Human resource development
Human resource development system. Training as a form of personnel development. Personnel development management
10. Theme Career building
Human resource development system. Training as a form of personnel development. Personnel development management
11. Theme Personnel assessment and performance management
Personnel assessment: general approaches. Criteria for evaluation. Assessment methods. Labor productivity management
12. Theme Personnel motivation and remuneration management
Labor motivation. Stimulation of labor. Salary. Compensation payments and benefits
13. Theme Legal support of human resources management
Legal support of HRM. Legal support functions. Labor disputes
14. Theme Risks in Human Resource Management
Risks and personnel. Classification of personnel risks. Resistance to change.
15. Theme International labor market
International labor market. The impact of globalization on the development of the labor market. Work migration

Literature:**

- 1) Laszlo Bock. Work Rules!: Insights From Google That Will Transform How You Live and Lead, Pub: Twelve, 12th Edition. 2019. 416p
- 2) Steve Browne. HR Rising!/: From Ownership to Leadership Pub: Society For Human Resource Management. 2020. 206p
- 3) Erica Keswin. Bring Your Human To Work: 10 Surefire Ways to Design a Workplace That Is Good for People, Great for Business, and Just Might Change the World. Pub: McGraw Hill. 2018.224p
- 4) Gary Dessler. Human Resource Management (2020). 16th Edition
- 5) Steve Browne. HR on Purpose. Pub: Society For Human Resource Management. (2017)152p
- 6) Sharon Armstrong and Barbara Mitchell The Essential HR Handbook Pub: Weiser. 2019. 256p
- 7) Kursat Ozenc Margaret Hagan. Rituals for Work: 50 Ways to Create Engagement, Shared Purpose, and a Culture that Can Adapt to Change 1st Edition. Pub: Wiley.2019.272p

Internet resources:

1. <http://elibrary.kaznu.kz/ru>
2. <https://beta.ivorytraining.net/wp-content/uploads/2020/11/Human-Resource-Management-2c-16th-Edition.pdf>
3. <https://ru.coursera.org/>
4. <https://almaty.hh.kz/>

Student Assessment Policy for the Written Examination

The process of passing a written exam for a student involves the creation of examination cards, to which he must give a written answer.

The exam is conducted in the form of a face-to-face written exam.

The number of questions in the tickets - 3 (assessment criteria: 1. Assessment of the life situation - 25 points, 2. Setting personal final career goals - 25 points, Careergram - 25 points, consistency of conclusions - 25 points).

Highest score - 100

The exam lasts 90 minutes.

Schedule of exams according to the schedule in the university system.

Table 1 - Scale for assessing the results of the oral exam

RATE SCALE	
A	Student:
100	- fully and consistently demonstrates a high level of methodological and theoretical preparedness, extensive knowledge, conceptual and categorical certainty of patterns, conceptual approaches to conflict management;
98-99	- fully, but not always consistently, demonstrates a high level of methodological and theoretical preparedness, extensive knowledge, conceptual and categorical certainty of patterns, conceptual approaches to conflict management;
96-97	- in most moments of the answer demonstrates a high level of methodological and theoretical preparedness, extensive knowledge, conceptual and categorical certainty of patterns, conceptual approaches to conflict management;
95	- demonstrates, but not always consistently, a high level of theoretical preparedness, knowledge, conceptual and categorical certainty of patterns, conceptual approaches to conflict management;
A-	Student:
94-93	- demonstrated in full the assimilation of the studied issues, the conceptual and categorical certainty of patterns, conceptual approaches in organizational behavior;
92-91	- demonstrated in sufficient volume the assimilation of the studied issues, the conceptual and categorical certainty of patterns, conceptual approaches in conflict management;
90	- demonstrated the assimilation of the studied issues in accordance with the training program;

B+89	- the main theoretical and practical issues are well disclosed in accordance with the training program, but one or two inaccuracies were made in the coverage of issues;
87	- the main theoretical and practical issues are disclosed in accordance with the training program, but one or two inaccuracies were made in the coverage of issues;
85	- the main theoretical and practical questions are disclosed in accordance with the training program, but the substantiation of the answer is insufficient;
B 84	- the content of the material is not fully disclosed, a small gap is made in the presentation, which did not distort the logical and informational content of theoretical issues;
80	- there are small gaps in the presentation that did not distort the logical and informational content of theoretical questions, but one flaw was made in formulating the main conclusions of the content of the answer;
B- 79	- the content of the material is not fully disclosed, a small gap is made in the presentation, which did not distort the logical and informational content of theoretical issues;
75	- there are small gaps in the presentation that did not distort the logical and informational content of theoretical questions, but one flaw was made in formulating the main conclusions of the content of the answer;
C+ 74	- the content of the material is incompletely or inconsistently disclosed, but a general understanding of the issue is shown and basic knowledge is demonstrated;
70	- the content of the material is incompletely or inconsistently disclosed, errors were made in the definition of concepts, the use of terminology;
C 69	- the content of the material is only partially disclosed, errors were made in the definition of concepts, the use of terminology;
65	- mistakes were made in the definition of concepts, the use of terminology, which distorted the logical and informational content of theoretical issues;
C- 64-60	- fragmentary knowledge of the material, insufficient formation of basic concepts was revealed;
D+ 59	- the main content of the educational material is not disclosed;
55	- found ignorance or misunderstanding of most, or the most important part of the training material in conflict management.

