



NỘI DUNG ÔN TẬP

HỌC PHẦN: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

NGUYÊN LÝ QUẢN TRỊ NHÂN LỰC (3TC)

BỘ MÔN: QUẢN TRỊ HIỆU SUẤT VÀ PHÁT TRIỂN NHÂN TÀI

I - NHÓM CÂU HỎI 1:

Chapter 1:

1. What is human resource management? Give an example of a HRM activity in a company/ What does a human resource manager does on a day-to-day?
2. Why Human resource management is important for both employees and employers? Give an example of a HRM activity in a company.
3. Main functions of human resource management. Give an example of one HRM function.
4. Which Human Resource Management practices can help increase motivation and maximize human potential? Give an example

Chapter 2:

5. Identify one Human Resource Management (HRM) activity that helps managers know the skills required for a job. Explain and give an example.
6. Distinguish between a job description and a job specification. Give an example.
7. Classify the given information into main contents of a job description/job specification. List the methods that can be used to collect job analysis information.
8. Arrange steps of job analysis process in the correct order. Explain why identifying objectives is necessary/Who should conduct a job analysis and explain the reason why?

Chapter 3:

9. Distinguish between internal recruitment and external recruitment. How do organizations attract the candidates from internal source/ How do organizations attract the candidates from external source?
10. Arrange steps of selection process in the correct order. Explain why defining job criteria is important in selection process/ What problems might occur if screening applicants is skipped or poorly done?
11. Distinguish between recruitment and selection. Give an example

Chapter 4:

12. Difference between training and development in Human Resource Management. Give one example of training/development to illustrate



13. Distinguish between internal training and external training. Give an example of an internal training program and an external training program.
14. Arrange steps of training process in the correct order. Explain why the first/last step is important?
15. Classify the given information into internal training and external training. Suggest one internal training activity for a small local business and explain why it is suitable?
16. Giving different on-the-job training methods and off-the-job training methods, requiring students to classify them as on-the-job training or off-the-job training. Explain why on-the-job training can be more effective for skill transfer than off-the-job training?

Chapter 5:

17. What is performance management? List performance appraisal methods
18. Arrange steps of performance management process in the correct order. Explain why the first/last step is important

Chapter 6:

19. Definition of financial/non-financial compensation. Giving examples of non-financial reward/Explain how it can improve employee satisfaction.
20. Classify the given information into financial or non-financial compensation. Explain how financial/non – financial compensation together could improve employee satisfaction?/ Suggest a combination of one financial and one non-financial reward that would motivate young professionals and explain why this combination is motivating?/ Explain why non-financial factors are important for employee engagement?
21. Classify the given information into direct financial compensation or indirect financial compensation. Explain how it supports employee retention?
22. Classify the given information job-related factors or environment-related factors/ Explain why financial & non-financial compensation is needed in a total rewards system?

II - NHÓM CÂU HỎI 2

Giving the statement related to Overview of Human resource management; Job analysis; Recruitment and Selection; Training and Development; Performance management or Compensation management.

- Identify the statement is true or false and explain
- Do you agree or disagree with this statement? Give your explanation



III. NHÓM CÂU HỎI SỐ 3

1. Giving the job description of one position in the organization.

- Determine the job specification for this position?
- Design the recruitment announcement for this position?
- Where can you find the source for recruiting this job position? Give your explanation?
- How can we attract the candidates to apply for this job position?
- Design the selection process for this position?
- Determine the interview questions (10-15 questions) to evaluate knowledge, skills, attitude, working behavior of candidates for this job position.
- Determine the orientation training program for this position?

2. Giving the case study

Questions:

- Describe the advantages and disadvantages of this recruitment in this situation?
- Identify financial compensation/non-financial compensation to motivate this position?
- Identify measures to motivate through the job and the working environment for this position?

Hà nội, ngày 11 tháng 11 năm 2025

Trưởng Bộ môn

TS. Bùi Thị Thu Hà