



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

Qualification Code : 041305T4BUS
Qualification : Business Management Level 5
Unit Code : BUS/OS /BM/CR/01/5/A
Unit of Competency : Coordinate Human Resource Functions

WRITTEN ASSESSMENT

ASSESSOR'S GUIDE

SECTION A: Multiple Choice Question (20 Marks)

The Candidate to Attempt ALL the questions in this section. Each question is 1 mark.

1. The following are the most common criteria used for promotions by the organizations except.
A. Job Experience
B. Hierarchy
C. Qualifications
D. adhocracy
2. What is the element of a good compensation policy?
A. Equity in wage and salary payment
B. Huge salary
C. Desired pay
D. All of the above

3. Which of the following is the correct order for undertaking operational plans?
 - A. Strategic plan, budget, budget approval operational plan funding
 - B. Funding, operational plan, strategic plan operational budget
 - C. Strategic plan, operational plan, budget, approval of budget, funding**
 - D. Budget, operational plan, strategic plan, funding, budget approval
4. Which of the following is not a component of an operational plan?
 - A. Resource requirement
 - B. Vision**
 - C. Monitoring
 - D. Objectives
5. How can you do professional development to your employees?
 - A. By Team building
 - B. By Workshops**
 - C. By Assignments
 - D. By planning
6. What factors lead to internal motivation in an organization?
 - A. Curiosity, Challenges, Cooperation**
 - B. Cooperation, competition, challenges,
 - C. Competition, Curiosity, information.
 - D. Cooperation, Curiosity, Competition.
7. The following are the elements of job analysis except?
 - A. Identifying the Job
 - B. Obtaining job information**
 - C. Compiling the information
 - D. evaluating the job
8. What is the external source of recruitment?
 - A. Promotions.
 - B. Transfers.
 - C. Employee referrals.
 - D. Advertising.**
9. What is the major job selection device?
 - A. Application blank.**
 - B. Interviews.
 - C. Employee referrals
 - D. Recruitment.
10. From the following select the methods you will use for employee improvements.