

# Human Resource Management study guide

## examination with the correct marking scheme

1. Employer Branding - **Correct Answer** The firm's corporate image or culture created to attract and retain desirable employees.
2. Human Resource Management - **Correct Answer** The utilization of individuals to achieve organizational objectives.
3. SWOT analysis - **Correct Answer** a planning tool used to analyze an organization's strengths, weaknesses, opportunities, and threats
4. Staffing - **Correct Answer** process through which an organization ensures that it always has the proper number of employees with the appropriate skills in the right jobs at the right time.
5. Staffing involves: - **Correct Answer** Job analysis, HR Planning, recruitment, Selection
6. Eleven external Factors that affect a firms resources - **Correct Answer** Legal considerations, labor market, society, political parties, unions, shareholders, competition, customers, technology, economy, unanticipated events
7. Internal factors that affect a firms resources - **Correct Answer** operations, marketing, finance, other functional areas
8. The five forces that shape industry competition are: - **Correct Answer** Threat of new entrants.
9. Bargaining power of buyers.
10. Threat of Substitute Products or services.
11. Bargaining power of suppliers.
12. Rivalry of Existing Competitors
13. Selection - **Correct Answer** The process of choosing from a group of applicants, the individual best suited for a particular position.
14. Human Resource Outsourcing - (HRO) - **Correct Answer** Process of hiring external H.R. professionals to do the HR work that was previously done internally.

# Human Resource Management Study Guide

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