



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi – Abuja  
**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF ADMINISTRATION**  
**2020\_1 EXAMINATION**

**COURSE CODE: PAD354**

**COURSE TITLE: Man Power Planning and Administration**

**CREDIT UNITS: 3**

**INSTRUCTION:**

1. Indicate your Matriculation Number clearly
2. Attempt question one (1) and any other three (3) questions – four questions in all
3. Question one (1) is compulsory and carries 25marks, while the other questions carry 15marks each.
4. Present all your points in coherent and orderly Manner

**TIME ALLOWED: 3Hrs**

**1(a) Define Manpower Planning and explain its major activities as outlined by Wikstrom (15 marks)**

**1 (b) Discuss the relevance of manpower planning (10 marks)**

**2. Describe 3 steps in manpower planning (15 marks)**

**3. Explain with examples how manpower environment is affected by technological, social, economic and political factors. (15 marks)**

**4. Explain the manpower utilization problem in Nigeria and the factors responsible for them in terms of the economic social and political subsectors of the country. (15 marks)**

**5. List and explain four (4) external sources of procuring personnel in an organisation. (15 marks)**

**6. What is Performance Appraisal? Explain the main characteristics of Performance Appraisal (15 marks)**