



NATIONAL OPEN UNIVERSITY OF NIGERIA

Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja

FACULTY OF MANAGEMENT SCIENCES

JANUARY EXAMINATION QUESTIONS 2018

COURSE CODE: MBA821

COURSE TITLE: Personnel Staff Evaluation.

CREDIT UNIT: 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 25 marks, while the other questions carry 15 marks each.
4. Present all your points in a coherent and orderly Manner

TIME ALLOWED: 2 Hours

- 1a. Define personnel staff evaluation and discuss its uses and limitations.
- 1b. What are the factors to be considered in designing staff evaluation instruments?
- 2a. Explain the staff evaluation process and state its importance.
- 2b. Discuss the term staff evaluation policy.
- 3a. Discuss the role of job description and job specification in staff evaluation.
- 3b. Explain the methods of job evaluation.
- 4a. What are the factors that determine the choice of grading format?
- 4b. What are the common techniques of performance appraisal? Discuss them.
- 5a. What are the issues involved in report writing during performance appraisal?
- 5b. What are the factors to be considered when selecting staff evaluation appraisal?
- 6a. State the approaches to performance appraisal, and discuss them.
- 6b. Highlight the methods and sources for collecting staff performance data.