



**NATIONAL OPEN UNIVERSITY OF NIGERIA**  
Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi - Abuja  
**FACULTY OF MANAGEMENT SCIENCES**  
**DEPARTMENT OF BUSINESS ADMINISTRATION**  
**2024 1 EXAMINATION**

**COURSE TITLE: PERSONNEL STAFF EVALUATION**

**COURSE CODE: MBA821**

**CREDIT UNIT(S): 3 Credit Units**

**INSTRUCTIONS: 1. Indicate your Matriculation Number clearly**

**2. Answer question one (1) 25marks and any other three questions 15marks each**

**TIME ALLOWED: 2 1/2 Hours**

1. Why is employee appraisal important in organizations? Describe the APER-FORM, and the common performance quality and traits the forms are designed to evaluate? **25mks**
2. Define Transfer and Outline four advantages and four disadvantages of frequent transfers of personnel. **15mks**
3. Develop a model to reflect the scope of manpower planning as offered by the American Society for Training and Development (ASTD) Major reasons for the emphasis on Manpower Planning at the Macro level. **15mks**
4. The autocratic leadership style is not totally bad and can still be applied under some circumstance: Discuss. **15mks**
5. Discuss different situations that could warrant recruitment and the recruitment process in organisations. **15mks**