



**NATIONAL OPEN UNIVERSITY OF NIGERIA,  
UNIVERSITY VILLAGE, PLOT 91 CADASTRAL ZONE NNAMDI AZIKIWE  
EXPRESSWAY JABI, ABUJA NIGERIA  
FACULTY OF MANAGEMENT SCIENCES  
DEPARTMENT OF PUBLIC ADMINISTRATION  
2024 1 EXAMINATION**

**COURSE CODE: PAD 354**

**COURSE TITLE: MANPOWER PLANNING AND ADMINISTRATION**

**CREDIT UNITS: 3**

**TIME ALLOWED: 3Hrs**

**INSTRUCTIONS:**

- 1. Attempt four (4) questions in All, Question one (1) and any other three (3)**
- 2. Question number 1 is compulsory and carries 25 marks, while the other questions carry 15 marks each**
- 3. Present all your points in coherent and orderly manner**

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Q1a Define what induction of personnel is? (5 marks)

Q1b Explain the nature of the induction process. (10 Marks)

Q1c Describe the scope of the induction process. (10 Marks)

Q2a Enumerate five (5) objectives of staff induction (5 marks)

Q2b What are the three major advantages of staff induction programme? (10 Marks)

Q3a Explain the concept of job evaluation (5 Marks)

Q3b Explain the meaning and definition of job evaluation (10 marks)

Q4 Enumerate the objectives of job evaluation (15 Marks)

Q5 What are the advantages of Job Evaluation (15 Marks)