



**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  
2025\_2 EXAMINATIONS**

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**COURSE CODE: PAD 354**

**COURSE TITLE: MANPOWER PLANNING**

**CREDIT UNITS: 3**

**TIME ALLOWED: 2½ Hrs**

**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.**

Q1a. Manpower planning is the process an organization uses to ensure that it has the right amount and the right kinds of people to deliver a particular level of output or services in the future. Discuss (15 Marks)

Q1b. Human resource planning is concerned with planning the future manpower requirements in the organization. Discuss (10 Marks)

Q2a. What is Performance Appraisal (5 Marks)

Q2b. Outline Ten (10) Characteristics of Performance Appraisal (10 Marks)

Q3a. List and Explain any Three (3) Manpower environment (12 Marks)

Q3b. Identify the Three (3) the future classification periods of human resource planning (3 Marks)

Q4. Compared and reconciled the demand and supply forecast need of the reconciliation process (15Marks)

Q5. What is Benefits?

Q5b. Highlight the Requirements of a Benefit Scheme. (15 Marks)