

Wollo University

Institute of Teachers' Education

Department of Educational Leadership and Management

Second Assignment for the course Human Resource Management in Education

(EdPM 3091) (15 points) for 3rd year students

Direction: provide clear answer for the issues raised in your own hand writing

- 1. Discuss the differences between personnel management and human resource management**
- 2. Discuss Human Resource Planning, Recruitment, and Selection**
- 3. Discuss Objectives of Human Resource Planning**
- 4. Discuss the steps of Human Resource Planning**
- 5. Discuss the concept Job Analysis , its uses and its steps**
- 6. Discuss the difference between job description and job specification**
- 7. Discuss the sources of recruitment and their advantages and disadvantages**
- 8. Discuss The Concept of Training & Development and their difference**
- 9. Discuss the Meaning of Performance Appraisal, its Characteristics and its purpose**
- 10. Discuss the Limitations of Performance Appraisal**

NB: Submission Date will be the first day you joined the campus back