

OUTLINE FOR COMPREHENSIVE EXAM (HR)

Recommended Book: Human Resource Management by Gary Dessler 11th – 14th Edition

Strategic Human Resource Management

- HR Manager Competencies
- HR Planning
- Succession Management
- Ethics in HR

Recruitment & Selection

- Job Analysis & Design
- Sources / Channels of Recruitment
- Selection Techniques (Testing, Interviews, Assessment Centers)
- Orientation

Training, Development & Employee Performance Management

- Competency Profiling
- Training Needs Analysis
- On & Off the Job Training
- Coaching & Mentoring
- Training Evaluation & ROI
- Types of Performance Appraisals
- Appraisal Training

Rewards & Benefits

- Setting Pay
- Pay for Performance
- Direct & Indirect Benefits
- Employee Wellbeing