
UNIVERSITI SAINS MALAYSIA

Peperiksaan Semester Kedua
Sidang Akademik 2004/2005

Mac 2005

**PLG 526 – Pengurusan Tenaga Manusia Dalam
Organisasi Pendidikan**
(Human Resource Management in Educational Organization)

Masa : 2 jam
(Duration : 2 hours)

Sila pastikan bahawa kertas peperiksaan ini mengandungi **TIGA** muka surat yang bercetak sebelum anda memulakan peperiksaan ini.

*[Please check that this examination paper consists of **TIGA** pages of printed material before you begin the examination.]*

ARAHAN

Jawab **TIGA (3)** soalan semuanya. Jawab **soalan 1 yang DIWAJIBKAN** dan pilih **DUA (2)** soalan lain.

Jika calon menjawab lebih daripada dua soalan pilihan, hanya dua soalan pertama mengikut susunan dalam skrip jawapan akan diberi markah

INSTRUCTION

*[Answer **THREE** questions altogether. Answer **question 1** is **COMPULSORY** and choose **TWO (2)** other questions.]*

[If a candidate answers more than two questions, only the first two questions chosen will be assessed.]

...2/-

Soalan **WAJIB**.

1. a) Sistem Pendidikan Malaysia ditadbir melalui sistem berpusat
Jelaskan agihan aktiviti pengurusan pendidikan mengikut peringkat pentadbiran.
(10 markah)
- b) Berikan definisi, tujuan, dan fungsi pengurusan personel.
(15 markah)
- c) Huraikan **TIGA (3)** isu dan cabaran yang dihadapi dalam profesion perguruan.
(15 markah)

Pilih **DUA (2)** soalan sahaja.

1. Perancangan tenaga manusia merupakan elemen penting dalam perkembangan organisasi.
 - a) Huraikan **TIGA (3)** kepentingan perancangan tenaga manusia kepada organisasi yang telah dikemukakan oleh Ivancevich (2001).
(15 markah)
 - b) Nyatakan pengaruh faktor-faktor persekitaran terhadap perancangan tenaga manusia.
(15 markah)
3. a) Nyatakan ralat atau ketidakadilan yang mungkin berlaku apabila menilai prestasi seorang individu.
(15 markah)
- b) Pada pendapat anda, manakah satu kaedah penilaian yang sesuai diaplikasi dalam organisasi sekolah anda? Jelaskan.
(15 markah)
4. a) Huraikan langkah-langkah yang perlu diambil oleh seorang Ketua Jabatan dalam pengesahan jawatan subordinat anda.
(15 markah)
- b) Terangkan langkah-langkah proses penamatan kerja seseorang pegawai pendidikan.
(15 markah)

TRANSLATION

COMPULSORY to answer.

1. a) The Malaysia's educational system has been administrated by a centralized system. Explain the distribution of educational management activities according to level of administration.
(10 marks)
- b) Give the definition, purposes and functions of personnel management.
(15 marks)
- c) Describe **THREE (3)** issues and challenges facing the teaching profession.
(15 marks)

Choose **TWO (2)** other questions.

2. Human Resource Planning is an important element in organizational development.
 - a) Describe **THREE (3)** importance priorities of human resource planning towards organization as what had been proposed by Ivancevich (2001).
(15 marks)
 - b) Explain the influences of environmental factors on human resource planning.
(15 marks)
3. a) Explain the error or unfairness that may occur when we assess an individual's performance.
(15 marks)
- b) In your opinion, which is the most suitable assessment method to apply in your school organization? Explain.
(15 marks)
4. a) Describe steps to be taken by a head of your responsibility department in subordinate's confirmation exercise.
(15 marks)
- b) Describe the steps need to be taken to terminate the service of an educational officer.
(15 marks)