MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SECOND YEAR SECOND SEMESTER EXAMINATION FOR

BACHELOR OFCOMMERCE

BBA 301 HUMAN RESOURCE MANAGEMENT 1

DATE: 2/12/2020   **TIME: 8:30 – 10:30 AM**

INSTRUCTIONS:

Answer Question one and any other two Questions.

QUESTION ONE (COMPULSORY) (30 MARKS)

a)   'Human Resource Management policies and principles contribute to the effectiveness, continuity and stability of the organization'. Discuss FIVE characteristics of sound policies.
                                                                                             (10 marks)

b)   Distinguish between job description and job specification clearly stating the contents for each.   (10 marks)

c)   Distinguish between Human Resource Management and Personnel Management.   (5 marks)

d)   Explain in FIVE points the significance of Human Resource Planning exercise to an organization   (5 marks)

QUESTION TWO (20 MARKS)

a)   Describe the procedure that is followed in Human Resource Planning function.   (10 marks)

b)   Discuss FIVE internal and FIVE external sources that an organization can use to recruit employees in an organization.   (10 marks)

QUESTION THREE (20 MARKS)

a)   Discuss in FIVE points the significance of an Induction programme to an organization
                                                                                             (10 marks)

b) Organizations can explore a number of techniques in an effort to train their employees with the sole aim of changing attitude towards work, behaviour and increasing of skills and knowledge. Discuss FIVE advantages and FIVE disadvantages of on-the job training.

(10 marks)

QUESTION FOUR (20 MARKS)

a) Performance management is an important Human Resource Management function. Explain FIVE challenges that might be faced by the Human Resource Practitioner in an effort to effectively appraise employees. (10 marks)

b) Discuss FIVE principles that might be used by a Human Resource Manager to guide in drafting an operational job evaluation programme. (10 marks)

QUESTION FIVE (20 MARKS)

a) Discuss FIVE ways of addressing excess workforce in an effort to minimize on the cost incurred in payment of salaries and wages. (10 marks)

b) Different selection test are adopted by different organizations depending upon their requirements. Explain FIVE such tests giving relevant illustrations. (10 marks)