



MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SECOND YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA II IN HUMAN RESOURCE MANAGEMENT

2908/201: THEORY AND PRACTICE OF HUMAN RESOURCE MNGEMENT

DATE: 29/10/2020

TIME: 8:30 – 11:30 AM

INSTRUCTIONS:

Answer ALL questions

1. Outline five off-the job training methods. (10 marks)
2. Identify circumstances under which an organization may use personal observation as a way of collecting data for job analysis (10 marks)
3. Highlight five steps in training. (10 marks)
4. Explain the difference between training and development. (10 marks)
5. Explain the importance of job analysis to an organization. (10 marks)
6. Highlight five on-the-job training methods (10 marks)
7. Highlight five ways of making training effective. (10 marks)
8. Explain five significances of development to an organization. (10 marks)
9. Identify five reasons why an employee should be evaluated after training. (10 marks)
10. Describe the methods used in collecting data for job analysis. (10 marks)