



MACHAKOS UNIVERSITY

University Examinations for 2021/2022 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

THIRD YEAR SECOND SEMESTER EXAMINATION FOR
BACHELOR OF COMMERCE

BBA 320: RECRUITMENT AND STAFFING

DATE:

TIME:

INSTRUCTIONS

Answer question ONE and any other TWO questions

1. (a) Discuss five different types of selection interviews. (10 marks)
- (b) Explain five differences between recruitment and selection of employees. (10 marks)
- (c) Explain five factors affecting labour supply in our country. (5 marks)
- (d) Explain five reasons why retention of employees may not be possible all the time. (5 marks)
2. (a) Discuss in five points the importance of shortlisting of employees after an advertisement. (10 marks)
- (b) In every organization there is need for a policy to guide the decisions of the management. Explain five characteristics of a good recruitment policy. (10 marks)
3. (a) Explain five benefits of recruiting employees from within the organization. (10 marks)
- (b) Explain at least five best employment retention practices in any organization. (10 marks)
4. (a) Explain in five points the process of employee induction. (10 marks)
- (b) Explain in five points the importance of Employee Job Requisition forms in every organization. (10 marks)
5. (a) Explain at five factors that may influence the need for recruitment of employees at a particular time. (10 marks)
- (b) Discuss five limitations of on-line recruitment of Employees. (10 marks)