



MACHAKOS UNIVERSITY

University Examinations for 2021/2022 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

SECOND YEAR SECOND SEMESTER EXAMINATION FOR
BACHELOR OF COMMERCE

BBA 301: HUMAN RESOURCE MANAGEMENT I

DATE:

TIME:

INSTRUCTIONS

Answer question ONE and any other TWO questions

1. (a) Explain in five points the importance of Human Resource Management (10 marks)
- (b) Explain in five points how job analysis would guide an employer when carrying out performance appraisal. (10 marks)
- (c) Discuss five different modern methods organizations are using to appraise their employees. (10 marks)
2. (a) As far as Human Resource Planning is concerned, explain at least five techniques used in forecasting demand. (10 marks)
- (b) Outline five benefits derived by an organization from filling vacant job positions with employees from outside the organization. (10 marks)
3. (a) Explain five objectives of job enrichment in an organization (10 marks)
- (b) Explain five benefits that any organization would enjoy by offering its employees fringe benefits. (10 marks)
4. (a) Explain in five points the importance of orientation to a new staff in the organization. (10 marks)
- (b) Discuss in five points why an organization would spend its resources on training of its employees. (10 marks)
5. (a) The immediate products of Job Analysis is Job Description and Job Specification. Explain in five points the contents of Job Description (10 marks)
- (b) Explain in five points why organizations would find it necessary to conduct oral interviews (10 marks)