



TECHNICAL UNIVERSITY OF MOMBASA
Faculty of Business and Social Studies

DEPARTMENT OF BUSINESS STUDIES

UNIVERSITY EXAMINATIONS FOR DEGREE IN
BACHELOR OF BUSINESS ADMINISTRATION
BACHELOR OF COMMERCE

BHR 4304: PERSONNEL ADMINISTRATION

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: FEBRUARY 2015

TIME: 2 HOURS

INSTRUCTIONS:

- Answer Question **ONE (Compulsory)** and any other **TWO** questions.
- Do not write on the question paper

This paper consists of Two printed pages

QUESTION 1 (Compulsory)

- a) Highlight major advantages derived from using human resource information system. **(10 marks)**
- b) Every employer maintains personnel records to document the employment relationship with employees. Discuss the general guidelines to the documentation that you retain in your organization's personnel records. **(10 marks)**
- c) Discuss factors to be considered when selecting a Human Resource Information System. **(10 marks)**

QUESTION 2

- a) Explain the purposes of job evaluation in human resources management. **(10 marks)**
- b) Explain the different types of files and their content maintained by human resource managers. **(10 marks)**

QUESTION 3

- a) What are Human Resources Policies? Discuss the links between HR policies, procedures and strategy. **(10 marks)**
- b) Evaluate the different aspects of organization programs and plans that can influence reward strategies and policies. **(10 marks)**

QUESTION 4

You have been promoted recently as the Administrator in charge of the organizations human resource information system. Highlight your duties, responsibilities and skills for HRIS Administrator. **(20 marks)**

QUESTION 5

- a) Discuss principle purposes of determining pay rates in an organization. **(10 marks)**
- b) Discuss factors to be considered when setting up a filling system in an organization of your choice. **(10 marks)**