



**TECHNICAL UNIVERSITY OF MOMBASA**  
***Faculty of Business & Social Studies***

DEPARTMENT OF BUSINESS STUDIES

HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT

**BHR 3104: EMPLOYEE RESOURCING**

END OF SEMESTER EXAMINATIONS

**SERIES:** APRIL 2015

**TIME:** 2 HOURS

**INSTRUCTIONS:**

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

***This paper consists of Three printed pages.***

### QUESTION 1 (Compulsory)

- a) “A manager could do everything right as a Manager, but will fail if people management issues are ignored”. Discuss a Human Resource Managers function. **(10 marks)**
- b) “Employee Resourcing is the ability of the management to be able to identify the suitable people who should be working in the organization and to be able to allocate tasks and jobs which must be completed” (price 2000).

**Required:**

Discuss any **FOUR** objectives of employee resourcing. **(8 marks)**

- c) A number of attempts have been made by the government of Kenya to address the employment policy issues on disadvantaged groups. The new constitution 2010 reflects the desire by the government and Kenyans to prohibit discrimination including addressing the problem of marginalization. Explain **SIX** reasons why policies serve several important functions. **(12 marks)**

### QUESTION 2

- a) Creating opportunities in terms of employment is of critical concern to every country in the world. While the developed countries have some strategies to cushion the citizens against unemployment, the developing and under developed countries are still struggling with the impact of unemployment. Discuss **FIVE** major factors influencing employment in Kenya. **(10 marks)**
- b) “Human Resource Planning is a prerequisite for effective management of Human Resources” In the height of this statement, analyze the significance of Human Resource Planning. **(10 marks)**

### QUESTION 3

- a) “Job design is the systematic and purposeful allocation of tasks to individuals and groups within an organization”. Based on this statement, state and explain **FIVE** factors which affect job design. **(10 marks)**
- b) Recruitment forms a step in the process which continues with selection and ceases with the placement of a candidate on the job. What are the steps in the selection procedure? **(10 marks)**

### QUESTION 4

- a) Define the term policies and explain any **FOUR** reasons why Human Resources (HR) policies are important to an organization. **(10 marks)**
- b) Discuss the concept of placement programme in terms of its benefits to the organization. **(10 marks)**

## QUESTION 5

- a) Organizations consist of jobs that have been staffed. “Job Analysis is a purposeful, systematic process for collecting information on the important work related aspects of a job”. Based on this statement, discuss **SIX** types of information the Human Resource Specialist collects via the job Analysis. **(12 marks)**
- b) Termination of Employment can be initiated by either parties to a contract of employment (Employment Act Section 35 (1). Discuss **FOUR** circumstances under lawful termination of Employment under common law. **(8 marks)**