

TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

**COURSE/CLASS: HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT
AND INDUSTRIAL RELATIONS**

UNIT CODE: BHR 3104

UNIT NAME: EMPLOYEE RESOURCING

SERIES: MAY 2016

PAPER DURATION: 2 Hours

INSTRUCTIONS TO CANDIDATES: Attempt Question 1 (compulsory) and any other two questions.

Note: Question 1 is compulsory

Question One

- a) Explain how Human resource planning(HRP) as a process facilitates the achievement of an organizations strategic objectives.(10 Marks)
- b) Critically examine the importance of psychometric testing in employee selection (10 Marks)
- c) Job analysis is a Human resource activity that is directly related to manpower planning. Discuss the various methods by which job analysis can be completed (10 Marks)

Question two

- d) Explain the concept of Labour turnover and discuss the advantages that it can have for organizations. (10 marks)
- e) Organizations thrive when they are able to maintain high productivity levels. Explain how productivity can be increased(10 Marks)

Question Three

- a) Recruitment seeks to attract the best candidates' for a position. Highlight the popular organisational inducements in recruitment. (10 Marks)
- b) Discuss the most frequently suggested skills for interviewing job candidates. (10 Marks)

Question Four

- a) In Human resource planning, the skills inventory is very important, highlight the broad categories of information that should be included in the skills inventory of an organizations human resources. (10 Marks)
- b) Discuss the main features that can be used to judge the effectiveness of a job advertisement. (10 Marks)

Question Five

- a) Discuss any five areas of legislation that are relevant to employment in Kenya (10marks)
- b) Explain the advantages that organizations get out of using external recruitment as a source for qualified staff.((10 Marks)

