

TECHNICAL UNIVERSITY OF MOMBASA
END OF SEMESTER EXAM
BHR 3106 PERSONNEL ADMINISTRATION
Y1 S2

QUESTION ONE

Company XYZ is contemplating on revising its employment policies. Please advise the management on the following issues;

- a) The purpose of employment policies to an organization? (10marks)
- b) Qualities of a sound employment policy? (10marks)
- c) The principles of a sound employment policy? (10marks)

QUESTION TWO

- a) Human resource Management procedures usually set out ways in which certain actions concerning people should be carried out by Management. Discuss the main areas where such procedures are required? (10 marks)
- b) State and Explain FIVE steps involved in formulating Human resource policies? (10marks)

QUESTION THREE

- a) Personnel records are essential in keeping information about employees. Explain FIVE importance of these records to an organization? (10marks)
- b) Human resource management information systems helps human resource managers to improve their productivity and results. Discuss FIVE features of a good HRIS system? (10marks)

QUESTION FOUR

- a) Differentiate between the following terms;
 - i) NSSF and NHIF (2MKS)
 - ii) P.A.Y.E and IN COME TAX (2mks)
- b) State and Explain EIGHT characteristics of a good wage policy (16 marks)

QUESTION FIVE

Explain reasons as to why Human resource Management has attracted the attention of Management professionals? (20marks)