



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 4303: EMPLOYEE RESOURCING

END OF SEMESTER EXAMINATIONS

SERIES: DECEMBER 2014

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) Employee resourcing embraces a number of critical HR activities, including human resource planning, recruitment, selection, retention and the range of processes that govern the exit or employee from employment.

Required:

- i) Discuss any **FIVE** factors influencing employee resourcing in today's organization. **(10 marks)**
- ii) Explain the grounds under which a contract of employment may be terminated by an employer. **(5 marks)**

iii) Explain ways through which managers can ensure a climate of fairness and ethical behaviour is upheld in organisations. **(5 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 2

a) Organizations consist of jobs that have to be staffed. Job analysis is purposeful, systematic process for collecting information on the important work related aspects of a job. Based on this statement, discuss the types of information the human resource specialist collects via the job analysis. **(10 marks)**

b) Every organization has within its rules and regulations and standards that are formal and structured to ensure order in organizations. Explain **FIVE** ways in which an organization can prevent the need for discipline with Human Resource Management. **(10 marks)**

QUESTION 3

a) Recruitment forms a step in the process which continues with selection and ceases with the placement of a candidate. Explain the steps in a selection procedure. **(10 marks)**

b) Discuss the concept of placement programme in terms of its benefits for the organization. **(10 marks)**

QUESTION 4

a) In many firms today, however, jobs are becoming more amorphous and more difficult to define. In other words, the trend is towards dejobbing. Explain **FIVE** reasons why some managers are nowadays dejobbing their companies/organizations. **(10 marks)**

b) Explain **FIVE** internal factors affecting recruitment of employees in the 21st Century organizations. **(10 marks)**

QUESTION 5

a) As a Human Resource Manager how would you proceed to advice on employee redundancy”. **(10 marks)**

b) Discuss any **FIVE** rights of employees in accordance to the Employment Act 2007. **(10 marks)**