



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

BHR 1101: HUMAN RESOURCE MANAGEMENT

END OF SEMESTER EXAMINATION

SERIES: DECEMBER 2016

TIME: 2 HOURS

DATE: Pick Date Dec 2016

Instructions to Candidates

You should have the following for this examination

-Answer Booklet, examination pass and student ID

This paper consists of **FIVE** questions. Attempt question ONE (Compulsory) and any other **TWO** questions.

Do not write on the question paper.

Question ONE

- a) Define 'Human Resource Management' and explain FOUR of its principles (10 mks)
- b) Define the following terms
 - I. Job description (2mks)
 - II. Job specification (2mks)
- c) Explain the manpower planning process (10 mks)
- d) State and briefly explain THREE features of training and development (6 mks)

Question TWO

- a) Describe FIVE sources of internal recruitment (10 mks)
- b) Explain FIVE benefits of conducting performance appraisal (10 mks)

Question THREE

- a) State and briefly explain FIVE characteristics of good wage and salary administration (10 mks)
- b) Describe FIVE challenges affecting modern human resource management (10 mks)

Question FOUR

- a) Identify and explain FIVE emerging issues in human resource management (10 mks)
- b) Explain FIVE features of a good human resource manager (10 mks)

Question FIVE

- a) Describe FIVE causes of accidents at work (10 mks)
- b) State and briefly explain FIVE uses of job analysis information (10 mks)