



TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN BUSINESS ADMINISTRATION

DIPLOMA IN ACCOUNTANCY

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

DIPLOMA IN BUSINESS MANAGEMENT

BHR 2101: HUMAN RESOURCE MANAGEMENT I

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) Job analysis is a vital exercise. Explain. (10 marks)

- b) Highlight the information that is necessary during human resource planning. (10 marks)

- c) Explain the merits of external recruitment. (10 marks)

Question TWO

- a) Highlight the features of human resource policies. (10 marks)
- b) Explain the importance of human resource management. (10 marks)

Question THREE

- a) Highlight the principles that the human resource manager should bear in mind during recruitment and selection of workers. (10 marks)
- b) Explain the benefits that an organisation would enjoy by conducting induction of workers. (10 marks)

Question FOUR

- a) Explain the indicators of training needs of workers (10 marks)
- b) Highlight the strengths of employee performance appraisal. (10 marks)

Question FIVE

- a) Highlight the objectives of setting up policies and practices of rewarding workers. (10 marks)
- b) Explain the reasons for using employment agencies during recruitment and selection of workers. (10 marks)