TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

BMK 2201: HUMAN RESOURCE MANAGEMENT II

END OF SEMESTER EXAMINATION

SERIES: DECEMBER 2016

TIME: 2HOURS

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) State and explain steps in job analysis   (**10MKS**)

b) State and explain **FIVE** internal sources of recruitment   (**10MKS**)

c) Discuss **FIVE** essentials or quality of a good performance appraisal process   (**10MKS**)

Question TWO

a) State and explain **FIVE** considerations when setting up a healthy program for your organization (**10MKS).**

b) Explain **FIVE** importance of collective bargaining to the employees   (**10MKS).**

Question THREE

    a) Briefly explain **FIVE** features of Human Resource planning   **(10Mks).**

    b) State and explain **FIVE** operative functions of Human Resource   **(10Mks).**

Question FOUR

    a) State and explain **FIVE** objectives of training and development   (10Mks).

    b) Briefly explain **FIVE** principles placement   **(10Mks).**

Question FIVE

    a) Define the following Human Resource terms
        i.   Job analysis
       ii.   Selection
      iii.   Placement
      iv.   Remuneration
       v.   Training and Development   **(10Mks).**

    b) Explain the functions of Human Resource Management   **(10Mks).**