

TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

**COURSE/CLASS: HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT
AND INDUSTRIAL RELATIONS**

UNIT CODE: BHR 3104

UNIT NAME: EMPLOYEE RESOURCING

SERIES: MAY 2016

PAPER DURATION: 2 Hours

INSTRUCTIONS TO CANDIDATES: Attempt Question 1 (compulsory) and any other two questions.

Note: Question 1 is compulsory

Question One

- a) Human resource planning can be difficult and often inaccurate. Discuss five reasons that can lead to this. (10 Marks)
- b) Discuss any FIVE advantages of internal recruitment as a source for qualified personnel. (10 Marks)
- c) Discuss the factors influencing the labour supply market in Kenya. (10 marks)

Question two

- d) Discuss the aspects of a job that are analyzed in a job analysis exercise. (10 Marks)
- e) In order to avoid the undesirable effects of labour turnover, organizations have to devise ways through which labour turnover can be reduced. Discuss Five actions that can enable them reduce labour turnover (10 Marks)

Question Three

- a) You have been appointed as the HR manager of new cape industries Limited, a fast growing industrial house in Kenya. It proposes to select management trainees for its different departments. What sources should it explore? (10 Marks)
- b) Organizations thrive when they are able to maintain high productivity levels. Explain how productivity can be increased(10 Marks)

Question Four

- a) Discuss any matters that can amount to gross misconduct and may justify the summary dismissal of an employee. (10marks)
- b) Highlight the importance of Human Resource Planning. (10 Marks)

Question Five

- a) Discuss the advantages of interviews as an employee selection method. (10 Marks)
- b) Highlight the objectives of an induction programme in organizations. (10 Marks)