

TECHNICAL UNIVERSITY OF MOMBASA
END SEMESTER EXAM
BHR 3106 PERSONNEL ADMINISTRATION PAPER TWO
HIGHER DIPLOMA IN HUMAN RESOURCE MANAGEMENT Y1S2

QUESTION ONE

- a) Personnel record keeping implies preserving information in files, documents, or computers to be referred in handling personnel affairs. Discuss the essential qualities of a good personnel record? (10marks)
- b) State and Explain FIVE areas where Human resource information strategy may be used to make strategic decisions in an organization? (10marks)
- c) State and Explain FIVE areas where specific Human resource policies should cover? (10marks)

QUESTION TWO

- a) Explain the term performance related pay? (2 marks)
- b) Discuss in detail factors that determine performance related pay in an organization? (18marks)

QUESTION THREE

- a) State and Explain FIVE limitations that can cause Human resource policies not to achieve intended objectives in an organization? (10 marks)
- b) State and Explain FIVE provisions that organizations should follow when gathering data on salary survey of an organization?

QUESTION FOUR

- a) Differentiate between the following terms;
 - i) NSSF and NHIF (2MKS)
 - ii) P.A.Y.E and IN COME TAX (2mks)
- b) State and Explain EIGHT characteristics of a good wage policy (16 marks)

QUESTION FIVE

Explain reasons as to why Human resource Management has attracted the attention of Management professionals? (20marks)