

TECHNICAL UNIVERSITY OF MOMBASA

SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:

BHR 4303 EMPLOYEE RESOURCING

END OF SEMESTER EXAMINATION

SERIES: AUGUST2019

TIME: 2HOURS

DATE: Pick Date Aug2019

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

Q1(a)I) Explain the meaning of employee resourcing. (2 marks)

ii) Define the term job analysis. (2 marks)

iii) Explain the uses of a job analysis. (8 marks)

b) Describe the contents of a job description. (10 marks)

c) Explain the importance of job placement. (8 marks)

QUESTION TWO

a) Describe the selection procedure (10 marks)

b) Explain five external sources of recruitment. (10 marks)

QUESTION THREE

a) Illustrate the importance of orientation /induction of a new employee in an organization

(10marks)

b) Describe five ways of separating an employee from the job. (10 marks)

QUESTION FOUR

a) Discuss the employment policies that are trying to protect the disadvantaged groups in securing employment. (10 marks)

b) Describe the contract of employment. (10 marks)

QUESTION FIVE

a) Explain **five** merits of recruiting from within the organization. (10 marks)

b) Discuss the contents of a job specification. (10 marks)