

# TECHNICAL UNIVERSITY OF MOMBASA

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## 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.**

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#### **QUESTION ONE**

- Qa)i)** Explain the recruitment procedure. (8 marks)
- b) Illustrate five forms of exiting the company or employment . (10 marks)
- c(i) Describe three methods of remunerating employees. (6 marks)
- ii) Explain job placement to a new employee in a company. (6 marks)

#### **QUESTION TWO**

- a) Explain five types of information that could be given to an employee under orientation training in a organization set up. ( 10 marks)
- b) Explain five advantages of external recruitment. ( 10 marks)

### **QUESTION THREE**

A) Describe the obligations of an employer as per the requirements of employment ACT(2007)

(10 marks)

b) Explain the rights of an employee in a work place.

(10 marks)

### **QUESTION FOUR**

a) Describe five demerits of external recruitment.

(10 marks)

b) Discuss five steps in selection procedure.

(10 marks)

### **QUESTION FIVE**

a) Describe the importance of job analysis.

(10 marks)

b) Imagine that you are a human resource manager in an organization and you are faced by the problem that is currently in Kenya of ethnicity, discrimination etc. How would you make sure that you comply with the equal employment policy besides all the above challenges. (10 marks)