



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

BHR 2207: EMPLOYEE RESOURCING

END OF SEMESTER EXAMINATIONS

SERIES: APRIL 2025

TIME: 2 HOURS

DATE: Pick Date Apr 2025

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) Every dynamic organization should conduct induction of its workers. Describe the benefits enjoyed by an organization which conducts induction of its workers.
(10 marks)
- b) Organizations may fill job vacancies by considering the external sources. Explain the benefits enjoyed by an organization by doing so.
(10 marks)
- c) One job interviewer can interview one job interviewee at a time during selection of job candidates. Describe the demerits of this form of interviewing job candidates.
(10 marks)

QUESTION TWO

- a) Explain the meaning of internal recruitment and describe the criteria used by organizations to recruit from within the organization.
(10 marks)

- b) The Head of the Human Resource Department plays a key role during induction of workers. Explain the information that is relayed to the new employee by the Human Resource Manager during induction. (10 marks)

QUESTION THREE

- a) There is a relationship between job analysis and recruitment and selection of workers. Describe this relationship. (10 marks)
- b) The Human Resource Manager plays a major role during interviewing of job candidates. Explain the preparation that the Human Resource Manager needs to make when preparing the interview room. (10 marks)

QUESTION FOUR

- a) Organizations may decide to obtain new workers through an employment bureau during the hiring process. Explain the strengths of doing so. (10 marks)
- b) Describe the major steps that should be followed during screening of job candidates. (10 marks)

QUESTION FIVE

- a) A large manufacturing company has placed a job advertisement on the Daily Nation newspaper. Explain the benefits enjoyed by the company by doing so. (10 marks)
- b) Describe the common errors that would be made by the interviewer during the job interview, that would undermine the usefulness of the interview. (10 marks)