



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

BHR 2207: EMPLOYEE RESOURCING

SPECIAL/SUPPLEMENTARY EXAMINATIONS

SERIES: NOVEMBER 2025

TIME: 2 HOURS

DATE: Pick Date Nov 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) Most organizations have a policy of filling job vacancies by first considering the current employees. Highlight the benefits enjoyed by the organization by doing so.
(10 marks)
- b) Explain the meaning of 'induction' and explain three types of workers' induction used by dynamic organizations.
(10 marks)
- c) More and more organizations have seen the need to use panel interviews during selection of job candidates. Describe the merits of this form of interviewing job candidates.
(10 marks)

QUESTION TWO

- a) The hiring manager may opt to seek the services of an employment bureau during the hiring process. Describe the benefits of this form of recruiting workers.
(10 marks)
- b) Organizations have benefitted from walk-ins during recruitment of workers. Describe the merits of walk-ins during hiring of new workers.
(10 marks)

QUESTION THREE

- a) The job candidate may be asked by the interviewers to obtain certain key documents to enable background checking. Describe five such documents and explain the purpose they serve. (10 marks)
- b) The job candidate is given tests during the selection exercise. These are tests that the job candidate may have to take in order to ascertain whether he or she fits the job. Explain the purpose of testing during employee selection. (10 marks)

QUESTION FOUR

- a) Job employment is influenced by various factors. Describe the challenges affecting employment of labour in Kenya and provide possible solutions. (10 marks)
- b) Describe the ways in which job analysis affects recruitment and selection of workers. (10 marks)

QUESTION FIVE

- a) There are different types of tests used during the employee selection process. Explain these types of selection tests. (10 marks)
- b) The choice of media is important during job advertising. Describe the benefits of placing job advertisements in the local print media. (10 marks)