



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:
BACHELOR OF COMMERCE
BACHELOR OF BUSINESS ADMINISTRATION
BHR4304: HUMAN RESOURCE ADMINISTRATION
SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: JULY 2025

TIME: 2 HOURS

DATE: Pick Date Jul 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) In the digital age, where technology and data form the foundation of business operations, a Human resource Information System (HRIS) is a vital tool. Analyze Four most common types of HRIS. (10 marks)
- b) Indexing is an important aid to filing. Discuss the purposes of indexing in filing. (10 marks)
- c) Developing a pay system is a critical task for any organization. Discuss key considerations in developing an efficient compensation system. (10 marks)

Question TWO

- a) Explain Qualities or features of personnel records that you think might distinguish them from other types of organizational records and that might require special attention. (10 marks)

- a) Your organization has recently installed information technology systems that store both confidential and non-confidential company files. Advise management on how this system can be securely maintained. (10 marks)

Question THREE

- a) Critically evaluate the underlying principles of employment within The Kenyan Jurisdiction. (10 marks)
- b) Records creation results directly from the transaction of business. Files are arranged in an order best suited for rapid retrieval and disposition. Discuss the alpha numeric and chronological filing systems. (10 marks)

Question FOUR

- a) Explain how a human resource manager can develop a payment system. (10 Marks)
- b) You have been recently appointed as the new HRO of Blue Ivy company. One of your major tasks is to computerize all personnel records. Discuss how you will choose an HRIS? (10 Marks)

Question FIVE

- a) Discuss the Purposes of carrying out a job evaluation in human resources management in an organization of your choice. (10 marks)
- b) For effective personnel administration there are certain criteria that need to be fulfilled. Highlight Five criteria for effective personnel administration. (10 marks)