



TECHNICAL UNIVERSITY OF MOMBASA

School of Business

Department of Business Administration

UNIVERSITY EXAMINATION FOR:

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

DIPLOMA IN BUSINESS MANAGEMENT

BHR 2101: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

END OF SEMESTER EXAMINATION

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.

Answer question ONE (Compulsory) and any other TWO questions.

Do not write on the question paper.

Question ONE

- a) Job advertisements should be placed strategically. Explain the merits of placing a job advertisement in a local daily newspaper during recruitment of job candidates. (10 marks)
- b) Describe the different ways in which the job performance appraiser could obtain information during the employee performance appraisal exercise. (10 marks)
- c) An organization can train its workers off-the-job. Explain the strengths of conducting training for workers away from the actual place of work. (10 marks)

Question TWO

- a) Describe the merits that would be enjoyed by an organization that sets up a human resource department. (10 marks)
- b) Define employee staff selection and explain the major steps that should be followed during selection of job candidates by an organization. (10 marks)

Question THREE

- a) Describe the benefits that an organization would enjoy by using external recruitment. (10 marks)
- b) A good human resource policy should possess key features. Describe the features of a sound human resource policy. (10 marks)

Question FOUR

- a) Describe the advantages of positive discipline for employees of a large dynamic organization. (10 marks)
- b) Organizations would greatly benefit from proper pay administration. Describe the merits of pay administration. (10 marks)

Question FIVE

- a) Describe the criteria considered by different organizations when considering promotion of its employees. (10 marks)
- b) Job rotation of employees is done from time to time. Explain the demerits of a job rotation programme of an organization. (10 marks)