



TECHNICAL UNIVERSITY OF MOMBASA
SCHOOL OF BUSINESS

DEPARTMENT OF BUSINESS ADMINISTRATION

UNIVERSITY EXAMINATION FOR:
BACHELOR OF BUSINESS ADMINISTRATION
BHR 4303: EMPLOYEE RESOURCING
SPECIAL/SUPPLEMENTARY EXAMINATION

SERIES: JULY 2025

TIME: 2 HOURS

DATE: July 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) How does the job description differ from the job specification? Describe job description usage to the organization and individual employees. (10 marks)
- b) The scope of human resource planning extends beyond identifying the number of people required. Discuss different types of action plans based on human resource planning exercises in an organization. (10 marks)
- c) The issue of unemployment has become very rampant in our country today. By use of examples discuss factors influencing employment in Kenya. (10 marks)

Question TWO

- a) Explain the relevance of a formal orientation programme for a fresh management trainee in today's competitive environment. (10 marks)
- b) There are various employment legislations governing employment in Kenya. By use of examples discuss any five legislations that a human resource manager may need to consider during the recruitment process. (10 marks)

Question THREE

- a) "Job analysis is very essential and the most basic human resource activity. Discuss by use of relevant examples. (10 marks)
- b) By use of examples, discuss the various techniques that organizations in Kenya use to recruit their employees. (10 marks)

Question FOUR

- a) What are the objectives of human resource planning? (5 marks)
- b) Illustrate with examples the process of human resource planning at the enterprise level. (5 marks)
- c) What is the importance of employee selection? (5 marks)
- d) Explain briefly the steps involved in the selection procedure. (5 marks)

Question FIVE

- a) Interviewing is the least valid and reliable method of selection, yet it is widely used. Discuss this statement and suggest ways the interviewing process can be made more effective. (10 marks)
- b) What is human resource accounting? In what ways is it useful to the management of human resources? (10 marks)