



TECHNICAL UNIVERSITY OF MOMBASA

Faculty of Business & Social Studies

DEPARTMENT OF BUSINESS STUDIES

DIPLOMA IN HUMAN RESOURCE MANAGEMENT I

BHR 2101: HUMAN RESOURCE MANAGEMENT

SUPPLEMENTARY/SPECIAL EXAMINATIONS

SERIES: OCTOBER 2013

TIME: 2 HOURS

INSTRUCTIONS:

- This paper consists of **FIVE** questions.
- Answer question **ONE (Compulsory)** and any other **TWO** questions.

This paper consists of Two printed pages.

QUESTION 1 (Compulsory)

- a) Define the term personal policy (8marks)
- b) Briefly explain the role of human resource manager in a well established organization?
(10marks)
- c) State the challenges faced by the human resource manager in line with his/her duty. (10marks)
- d) State and explain any FOUR importance of human resource audit in any organization.(8marks)

QUESTION 2

- a) Define the term recruitment and selection. (2marks)
(10marks)
- b) State the importance of internal recruitment and selection in a company. (6marks)
- c) State and explain the principals governing the process of recruitment and selection. (12marks)

QUESTION 3

Discuss the steps taken by the human resource department in carrying out performance appraisal to its staff. (20marks)

QUESTION 4

- a) The job analyst has got at his disposal, several methods that he could use to obtain information about a job. Highlight these job analysis data collection methods. (10marks)
- b) Highlight the factors that the human resource planner should bear in mind in the preparing of a long term human resource plan. (10marks)

QUESTION 5

- a) Define the term human resource planning. (12marks)
- b) State any FOUR activities involved in Human Resource Planning. (8marks)
- c) Briefly discuss the process of Human Resource (10marks)