



# MACHAKOS UNIVERSITY

University Examinations for 2020/2021 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

THIRD YEAR SPECIAL/ SUPPLEMENTARY EXAMINATION FOR  
BACHELOR OF SCIENCE IN FASHION DESIGN AND MARKETING

BACHELOR OF COMMERCE

BBA 301 HUMAN RESOURCE MANAGEMENT

DATE: 22/3/2021

TIME: 2.00-4.00 PM

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## INSTRUCTIONS:

Answer Question ONE and any other TWO Questions.

### QUESTION ONE (30 MARKS)

- a) An executive recruitment policy of promoting primarily from within may end up hurting an organization. Explain THREE ways in which this might happen. (6 marks)
- b) Explain FIVE benefits that may be enjoyed by a firm that hires the services of a consultancy firm to aid in recruiting of its employees. (5 marks)
- c) Explain FOUR ways which can be relied upon to separate an employee from an organization he has been working in. (8 marks)
- d) As a student who has successfully gone through the unit of Human Resource Management, Explain in FIVE points reasons why you would recommend Induction as an important exercise to an organization. (5 marks)
- e) Explain THREE reasons as to why fair and competitive remuneration is an important consideration that should be observed by every organization. (6 marks)

### QUESTION TWO (20 MARKS)

- a) Explain FIVE contents that should be captured in a job description form. (10 marks)

- b) Explain FIVE methods that may be used to forecast the demand of human resource needs in an Organization. (10 marks)

**QUESTION THREE (20 MARKS)**

- a) Explain FIVE methods that can be relied upon by a Human Resource Practitioner while collecting information that would aid in the job analysis exercise. (5 marks)
- b) Identify the significance of Job analysis programme for an Organization (5 marks)
- c) Explain FIVE benefits that would accrue to an organization that effectively executes Human Resource Planning function. (10 marks)

**QUESTION FOUR (20 MARKS)**

- a) Explain FIVE techniques that can be used to train employees in an Organization. (10 marks)
- b) Describe the process of selection of employees in an organization. (10 marks)

**QUESTION FIVE (20 MARKS)**

- a) Explain FIVE advantages to the organization that of properly administers performance appraisal for its employees. (10 marks)
- b) Explain the main causes of individual work-related stress. (10 marks)