



# MACHAKOS UNIVERSITY

University Examinations for 2019/2020 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

FIRST YEAR SECOND SEMESTER EXAMINATION FOR

CRAFT II IN HUMAN RESOURCE MANAGEMENT

1908/201 PRACTICE OF HUMAN RESOURCE MNGEMENT

DATE: 29/10/2020

TIME: 8:30 – 11:30 AM

---

## INSTRUCTIONS:

*Answer ALL questions*

1. Outline five characteristics of manpower planning. (10 marks)
2. Identify five components of a job description. (10 marks)
3. Highlight five reasons why manpower planning is important to an organization (10 marks)
4. Describe five methods of job analysis. (10 marks)
5. Explain five activities in manpower planning. (10 marks)
6. Give the meaning of the following terms (10 marks)
  - i) Labour turnover
  - ii) Manpower planning
  - iii) Forecasting
  - iv) Recruitment
  - v) Selection
7. Highlight five techniques of manpower planning. (10 marks)
8. Explain the process of human resource planning. (10 marks)
9. Identify five reasons why forecasting is necessary to an organization. (10 marks)
10. Describe the significance of auditing human resources in an organization. (10 marks)