



**SCHOOL OF BUSINESS, ECONOMICS, HOSPITALITY AND TOURISM
MANAGEMENT**

DEPARTMENT OF BUSINESS ADMINISTRATION

SEPT - DEC 2022 SEMESTER FINAL EXAM

CODE: BBA 322 UNIT NAME: WORK AND REWARD

TIME: 2 HOURS

INSTRUCTIONS

Answer Question **ONE (Compulsory)** and any other **Three**

QUESTION ONE

- a) Job design involves organizing tasks, duties and responsibilities into a unit of work to achieve certain objectives. Describe the methods of job design. **(10 Marks)**
- b) Human resource planning is a process through which the right candidate for the right job is ensured. Explain the process of human resource planning. **(10 Marks)**
- c) Describe the internal factors that may influence employee remuneration. **(10 Marks)**

QUESTION TWO

- a) Explain the purpose of job analysis. **(10 Marks)**
- b) Explain the demerits of welfare programme. **(10 Marks)**

QUESTION THREE

- a) Explain the effects of unethical business practices. **(10 Marks)**
- b) Discuss the sources of business ethics. **(10 Marks)**

QUESTION FOUR

- a) Highlight five advantages and five disadvantages of incentive payments. **(10 Marks)**
- b) There are several guidelines to make benefit programmes more effective. Outline these guidelines. **(10 Marks)**

QUESTION FIVE

- a) Discuss **five** types of transfers. **(10 Marks)**
- b) The person responsible for determining a remuneration plan are advised to employ sequential steps. Highlight the sequential steps to be employed. **(10 Marks)**