

DEPARTMENT OF BUSINESS ADMINISTRATION

2908/101: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT DIPLOMA IN HUMAN RESOURCE MANAGEMENT(TVET)

YEAR ONE SEMESTER ONE EXAMINATION (JAN-APRIL 2019)

INSTRUCTIONS

TIME: 2 HOURS

ALL QUESTIONS HAVE EQUAL MARKS

ANSWER ANY FIVE QUESTIONS

- ❖ ANSWER ALL QUESTIONS IN THE ANSWER BOOKLET PROVIDED**
- ❖ ALL QUESTIONS TO BE ANSWERED IN ENGLISH**

Question one

- a) Outline reasons that may make an organization display its human resource policies on its notice. (10marks)
- b) Bora poa limited operates without human resources policies. Outline six consequences that the organization is likely to face from this practice(10marks)

Question two

- a) Highlight four factors that should be considered when formulating human resource policies. (10marks)
- b) Explain six challenges that an organization may face from keeping human resource records in manual form. 10marks

Question three

- a) Explain five ways through which an organization may ensure that computerized human resource records are not accessed by unauthorized persons. (10marks)
- b) Highlight four factors that may determine the period of time which human resources records may be retained by an organization. (10marks)

Question four

- a) Identify three methods used in forecasting manpower needs in an organization. (6marks)
- b) Identify three characteristics of manpower planning. (6marks)
- c) Describe the need for manpower planning. (8marks)

Question five

- a) Describe the various uses of a job analysis study(8marks)
- b) Explain three shortcomings of an observation method in job analysis (6marks)
- c) Highlight three limitations of diary method in job analysis. (6marks)

Question six

- a) Highlight four sources of internal recruitment. (4marks)
- b) Describe four characteristics that an effective employee recruitment programme should possess. (8marks)
- c) Explain four challenges that an organization might face as a result of dealing with young employees fresh from college. (8marks)