MACHAKOS UNIVERSITY

University Examinations for 2018/2019 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ADMINISTRATION

FIRST YEAR FIRST SEMESTER EXAMINATION FOR

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

2908/101: FUNDATIONS OF HUMAN RESOURCE MANAGEMENT

DATE: 18/4/2019   **TIME:8:30 – 11:30 AM**

INSTRUCTIONS:

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.   (10 marks)

b)   Bora poa limited operates without human resources policies.

Explain five consequences that the organization is likely to face from this practice.

(10 marks)

QUESTION TWO

a)   Highlight five factors that should be considered when formulating human resource policies.   (10 marks)

b)   Explain five challenges that an organization may face from keeping human resource records in manual form.   (10 marks)

QUESTION THREE

a)   Explain five ways through which an organization may ensure that computerized human resource records are not accessed by unauthorized persons.   (10 marks)

b)   Highlight five factors that may determine the period of time which human resources records may be retained by an organization.   (10 marks)

QUESTION FOUR

a) Identify three methods used in forecasting manpower needs in an organization.   (6 marks)

b) Identify three characteristics of manpower planning.   (6 marks)

c) Describe the need for manpower planning.   (8 marks)

QUESTION FIVE

a) Describe the various uses of a job analysis study.   (8 marks)

b) Explain tree shortcomings of an observation method in job analysis   (6 marks)

c) Highlight three limitations of diary method in job analysis.   (6 marks)

QUESTION SIX

a) Highlight four sources of internal recruitment.   (4 marks)

b) Describe four characteristics that an effective employee recruitment programme should possess.   (8 marks)

c) Explain four challenges that an organization might face as a result of dealing with young employees fresh from college.   (8 marks)