



Machakos University College

ISO 9001:2008 Certified 

(A Constituent College of Kenyatta University)
University Examination for 2016/2017

SCHOOL OF BUSINESS AND ECONOMICS

Department of Business Entrepreneurship & Management Science

**FIRST SEMESTER EXAMINATION FOR BACHELOR OF COMMERCE &
SECOND SEMESTER EXAM BACHELOR OF SCIENCE IN AGRIBUSINESS**

BBA 301: HUMAN RESOURCE MANAGEMENT

INSTRUCTIONS

ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

1. (a) Most organizations currently attach a lot of importance to the Human Resource Management function than they did in the past. Explain five factors that may account for this situation. (5 marks)
- (b) Explain the importance of Job Analysis to an organization (5 marks)
- (c) Outline five benefits that an organization may derive from filling vacant job positions with existing employees. (5 marks)
- (d) Explain the difference between induction and placement. (4 marks)

- (e) Explain five reasons why organizations would find it worth to spend time and money on carrying out Performance Appraisal. (5 marks)
 - (f) Outline the circumstances that may push/necessitate an organization to train its work force. (6 marks)
2. (a) Although high labour turnover is often considered as unfavourable to an organization, it has certain benefits. Outline such benefits. (10 marks)
- (b) Describe the Human Resource Planning process (10 marks)
3. (a) Highlight five job related factors that should be included in a job description. (10 marks)
- (b) Explain five objectives of an employee's fringe benefits policy in an organization. (10 marks)
4. (a) Outline five measures that should be taken by an organization to reduce accidents at the workplace. (10 marks)
- (b) Explain five measures that should be taken to ensure good human relations in an organization. (10 marks)
5. (a) Describe the external environment factors that may affect the performance of a business organization. (10 marks)
- (b) Explain the importance of Performance Management to every organization and why it has to be done continuously. (10 marks)