



MACHAKOS UNIVERSITY

University Examinations for 2022/2023 Academic Year

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

DEPARTMENT OF BUSINESS ADMINISTRATION AND FINANCE

THIRD YEAR FIRST SEMESTER EXAMINATION FOR

BACHELOR OF ARTS

BBA 301: HUMAN RESOURCE MANAGEMENT

DATE:

TIME:

INSTRUCTIONS

ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS

1.
 - (a) Outline in five points the importance of Human Resource Management function to any organization. (10 marks)
 - (b) Outline in five points the importance of Job Analysis exercise to any organization (10 marks)
 - (c) Explain in five points the importance of Human Resource Planning process. (10 marks)
2.
 - (a) Outline five benefits derived by an organization from filling vacant job positions with existing employees. (10 marks)
 - (b) Explain five objectives of carrying out Performance Appraisal in an organization. (10 marks)
3.
 - (a) Discuss five circumstances that may push an organization to train its workforce (10 marks)
 - (b) Outline any five measures that organizations should undertake to ensure good human relations in an organization. (10 marks)
4.
 - (a) Discuss five factors that may cause job dissatisfaction among employees in an organization. (10 marks)
 - (b) Outline five measures that an organization should undertake in order to reduce occupational accidents in the workplace. (10 marks)
5.
 - (a) Outline five benefits of Job Placement to the employees in an organization. (10 marks)
 - (b) High labour turnover can be of benefit to an organization. Outline five benefits that an organization may enjoy from experiencing high labour turnover. (10 marks)