



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

DEPARTMENT OF BUSINESS ADMINISTRATION

SEPT - DEC 2022 SEMESTER FINAL EXAM

CODE: BBA 308 UNIT NAME: HRM II

TIME: 2 HOURS

INSTRUCTIONS

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

QUESTION ONE

- a) There are certain precautions that should be taken if tests are to be useful in selecting the best candidates. Discuss these precautions. **(10 Marks)**
- b) Discuss the benefits that would accrue to an organization from Human resource planning.
(10 Marks)
- c) Explain the factors that influence wages and salaries structure. **(10 Marks)**

QUESTION TWO

- a) Explain any five external sources of personnel. **(10 Marks)**
- b) Highlight institutions concerned with employee relations **(10 Marks)**

QUESTION THREE

- a) Describe any **five** kinds of interviews. **(10 Marks)**
- b) Describe the purposes of job evaluation **(10 Marks)**

QUESTION FOUR

- a) Discuss the problems of salary and wages administration. **(10 Marks)**
- b) There are **five** career development programmes that companies and individual employees can use to develop themselves. Describe these programmes. **(10 Marks)**

QUESTION FIVE

- a) Discuss the process of performance appraisal. **(10 Marks)**
- b) Explain the external factors that determine remuneration packages. **(10 Marks)**