



MACHAKOS UNIVERSITY

University Examinations 2019/2020 Academic year

SCHOOL OF EDUCATION

DEPARTMENT OF EDUCATION MANAGEMENT AND CURRICULUM STUDIES

AUGUST SESSION EXAMINATION FOR

MASTER OF EDUCATION ADMINISTRATION

EMP 805: HUMAN RESOURCE MANAGEMENT

DATE: 5/12/2019

TIME: 8.30-11.30 AM

INSTRUCTIONS

1. Answer question **ONE** and any other **Three** questions
2. Do not write on the Question Paper

QUESTION ONE (15 MARKS)

- a) Explain the contribution of the following events in the development of human resource management
 - i. Industrial revolution (3 marks)
 - ii. World Wars (3 marks)
- b) By the use of relevant examples, explain the four functions of human resource management in educational institutions (5 marks)
- c) Explain the problems that are encountered in undertaking human resource planning in education (4 marks)

QUESTION TWO (15 MARKS)

- a) Explain the importance of orientation and induction of a new teacher in secondary schools (5 marks)
- b) Discuss the benefits of performance appraisal for teachers in secondary schools in Kenya (5 marks)
- c) “Stress is one of the major challenges facing the teaching profession in Kenya”. Explain any five strategies that schools can adopt in order to cope with this challenge (5 marks)

QUESTION THREE (15 MARKS)

- a) Explain the steps followed in selection of employees by the teachers' service commission (5 marks)
- b) Explain any five types of interview used by the Teachers' Service Commission during teacher selection and promotion (5 marks)
- c) Explain the benefits of external recruitment (5 marks)

QUESTION FOUR (15 MARKS)

- a) Distinguish between job description and job specification (2 marks)
- b) Explain how a manager can ensure that the organization benefits from diversity in people (5 marks)
- c) Explain the value of job description in a challenging educational institution (5 marks)
- d) Explain three ways through which affirmative action may be implemented in educational institutions (3 marks)

QUESTION FIVE (15 MARKS)

- a) Discuss the importance of trade union in job performance in educational institutions (5 marks)
- b) Suggest FIVE approaches that a school manager can adopt to ensure maximum productivity of teachers in a secondary school (5 marks)
- c) Examine the value of job specification requirements for an organization. (5 marks)