



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 SEMESTER EXAMINATION FOR

BACHELOR OF COMMERCE

BBA 322 : WORK AND REWARD _____

DATE: _____

TIME: _____

INSTRUCTIONS:

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

QUESTION ONE (COMPULSORY) (30 MARKS)

- a) Job design involves organizing tasks, duties and responsibilities into a unit of work to achieve certain objectives. Describe the methods of job design. (10 marks)
- b) Human resource planning is a process through which the right candidate for the right job is ensured. Explain the process of human resource planning. (10 marks)
- c) Describe the internal factors that may influence employee remuneration. (10 marks)

QUESTION TWO (20 MARKS)

- a) Explain the purpose of job analysis. (10 marks)
- b) Explain the demerits of welfare programme. (10 marks)

QUESTION THREE

- a) Explain the effects of unethical business practices. (10 marks)
- b) Discuss the sources of business ethics. (10 marks)

QUESTION FOUR (20 MARKS)

- a) Highlight five advantages and five disadvantages of incentive payments. (10 marks)
- b) There are several guidelines to make benefit programmes more effective. Outline these guidelines. (10 marks)

QUESTION FIVE (20 MARKS)

- a) Discuss **five** types of transfers. (10 marks)
- b) The person responsible for determining a remuneration plan are advised to employ sequential steps. Highlight the sequential steps to be employed. (10 marks)