



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 308: HUMAN RESOURCE MANAGEMENT II

DATE:

TIME:

INSTRUCTIONS: Attempt Question ONE and any other TWO question

QUESTION ONE (COMPULSORY) (30 MARKS)

- 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 (20 MARKS)

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

QUESTION THREE (20 MARKS)

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

QUESTION FOUR (20 MARKS)

- 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 (20 MARKS)

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