



MACHAKOS UNIVERSITY COLLEGE

(A Constituent College of Kenyatta University)
University Examinations for 2015/2016 Academic Year

SCHOOL OF BUSINESS AND ECONOMICS

DEPARTMENT OF BUSINESS ENTREPRENEURSHIP AND MANAGEMENT SCIENCES

**FIRST SEMESTER EXAMINATION FOR DIPLOMA IN HUMAN RESOURCE
MANAGEMENT**

BBA 032: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Date: 8/8/2016

Time: 11:00 – 1:00 PM

INSTRUCTIONS

Answer Question ONE and any other TWO questions

QUESTION ONE

ZAWADI has been an employee four years, he was recently appointed as a supervisor in XYZ Company L.T.D.

- a) Identify five areas within the organization where he should be inducted. (5 marks)
- b) Explain five qualities that make human resources unique from other resources. (5 marks)
- c) Describe five types of tests that a potential employee is likely to be subjected to in the course of sourcing for the job. (5 marks)
- d) Identify four uses of application blanks in the recruitment process. (4 marks)
- e) Outline the various ways through which job description can be important to the human resource department. (6 marks)
- f) Highlight five ways through which a manager may determine the training needs of employees. (5 marks)

QUESTION TWO

- a) Outline five sources through which an organization can recruit employees externally. (10 marks)
- b) Describe the steps involved in the job analysis process. (10 marks)

QUESTION THREE

- a) Describe the paternalistic concept of human resource evolution. (4 marks)
- b) Highlight three characteristics of Human Resource Management. (6 marks)
- c) Explain the need for conducting a job analysis programme in an organization. (10 marks)

QUESTION FOUR

- a) Differentiate between training and development. (4 marks)
- b) Explain five challenges that an organization is likely to face as a result of embracing classical approach in designing jobs. (10 marks)
- c) Identify three factors that are likely to affect employee recruitment. (6 marks)

QUESTION FIVE

- a) Explain five principles of job design in accordance with scientific management. (10 marks)
- b) Describe five measures that a manager should consider in preparing an effective job description. (10 marks)