

# KIBABII UNIVERSITY



**UNIVERSITY EXAMINATIONS**  
**SPECIAL/SUPPLEMENTARY EXAMINATIONS**  
**2020/2021 ACADEMIC YEAR**  
**THIRD YEAR FIRST SEMESTER**  
**FOR THE DEGREE OF BACHELOR OF COMMERCE**

**COURSE CODE: BCH 312**

**COURSE TITLE: HUMAN RESOURCE PROCUREMENT**

**DATE: 30/09/2021**

**TIME: 11.00AM -1.00PM**

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## **INSTRUCTIONS TO CANDIDATES**

- 1) Answer Question **ONE**(Compulsory) and **ANY OTHER TWO** Questions
  - 2) Candidates must hand in their answer booklets to the invigilator while in the examination room
  - 3) Credit is given for legibility, clarity and use of relevant examples
  - 4) Question **ONE** is **30 marks** while Questions **2-5** carry **20 marks** each
  - 5) Clearly write your **Registration Number** on each answer sheet used
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**TIME:2 Hours**

**KIBU observes ZERO tolerance to examination cheating**

## SECTION A

### QUESTION ONE: (30 MARKS)

- a) Define the following terminologies citing relevant examples;
- (i) Employment (4 marks)
  - (ii) Human Resource Procurement (4 marks)
  - (iii) Job Evaluation (4 marks)
  - (iv) Psychological Contract (4 marks)
  - (v) Job Design (4 marks)
- b) Employee retention is regarded as integral to an organization's growth. Discuss the factors to be considered by organizations to retain staffs. (18 marks)

## SECTION B

### Question TWO

- a) Discuss person specification for a HR Officer detailing out its attributes as regards recruitment. (10 marks)
- b) Design an advertisement for filling a vacant position in an organization of your choice. (10 marks)

### Question THREE

- a) What is the importance of job classification? (10 marks)
- b) Selection is normally carried out to choose the most suitable candidate. Discuss the selection methods that an organization can use. (10 marks)

### Question FOUR

- a) Human resource procurement when done appropriately will lead to attainment of organizational goals. Highlight the malpractices that organizations may engage themselves in as regards the topic in question. (10 marks)
- b) Selection is an important process to an organization. Discuss. (10 marks)

### Question FIVE

- a) Define e- recruitment and explain its benefits. (10 marks)
- b) Organizations strive to raise commitment levels of their employees. Discuss the methods in which the aforementioned can be achieved. (10 marks)