

# KIBABII UNIVERSITY



**UNIVERSITY EXAMINATIONS  
MAIN 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: 19/07/2021**

**TIME: 9.00AM-11.00AM**

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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 (COMPULSORY) 30 Marks

a) Organizations rely on the factors of production to break even. Human resources are the most important asset than an organization possesses at any one given time. Discuss the following terminologies as regards the above sentiments.

- i. Human Resource Procurement (2 marks)
- ii. Recruitment (2 marks)
- iii. Job specification (2 marks)
- iv. Redundancy (2 marks)
- v. Job Evaluation (2 marks)

b) It has been observed that to replace a former employee who has resigned or retired, the Company has to spend 150% of the previous employee's salary. In light of the above statement, it is evident that employee retention and employee engagement are critical issues for the organization to attend to.

Required;

(i) What strategies can the organization use to retain its employees to reduce labour turnover? (5 marks)

(ii) Explain the various forms of employee engagement that take place in any form of organization. (5 marks)

c) The current business environment has become so turbulent that organizations must plan their human resources. Explain reasons why organizations are keener on Human resource planning. (10 marks)

## SECTION B

### Question TWO

- a) Highlight the steps in the recruitment process. (10 marks)
- b) Discuss any four types of selection tests (10 marks)

### Question THREE

- a) Job evaluation is important to organizations. Substantiate. (10 marks)
- b) Briefly explain the factors that an organization will use to determine the method of sourcing its human resources. (10 marks)

### Question FOUR

- a) Describe the circumstances under which an employee's job may be terminated. (10 marks)
- b) You are the Head of Human Resource Department and you are in need of a secretary. What will be the contents of the advert? (10 marks)

### Question FIVE

- a) Explain the main characteristics of staffing. (10 marks)
- b) Discuss the importance of involving employees in the development of Recruitment and selection policy. (10 marks)