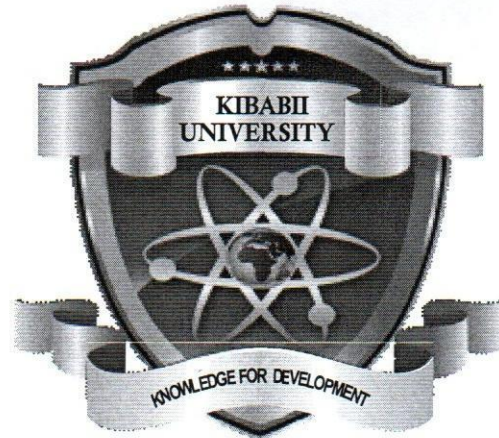


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KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS 2021/2022 ACADEMIC YEAR SECOND YEAR FIRST SEMESTER

MAIN EXAMINATION

FOR THE DEGREE OF BACHELOR OF EDUCATION
AND FOR THE DEGREE OF BACHELOR OF
COMMERCE

COURSE CODE: BCH 211

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

DATE: 18/05/2022 TIME: 9.00AM – 11.00AM

INSTRUCTION TO CANDIDATES

- 1) The paper contains **FIVE** questions
- 2) Attempt **THREE** questions
- 3) Question **ONE** is Compulsory

KIBU observes **ZERO** tolerance to examination cheating

QUESTION ONE

Companies are generally very selective in their hiring and so they require a large applicant pool from which to select. Serious organizations with a competitive advantage are normally guided by job descriptions and job specifications in their recruitment plans. In order to improve the alignment of staff and other resources, it's essential to understand how HR planning process works. At its most basic level, human resource planning ensures adequate staffing to meet your organization's operational goals, matching the right people with the right skills at the right time.

External job posting and direct application through the internet, on-campus recruitment fairs and internship programs play a key role in recruitment. After the hiring of new employees, they are brought on board and they are inducted to get them up to speed on the company's procedures. The new employees are encouraged to continue developing their skills to fit the company's needs as they change. Both the current and new hires are kept happy by being offered competitive salaries and benefit packages that are commensurate to their efforts to the organization.

QUESTION ONE

- a)) An organization may have job openings and in the absence of a job description it may not be able to put up a good advert to attract potential recruits. Discuss the uses of a job description (10 marks)
- b) Your organization has embarked on extensive recruitment exercise to fill the gaps created in its expansion program. Explain the contents of the induction program that the new recruits would have to undergo (10 marks)
- c) A good human resource plan can help management in decision making; discuss areas in which a good human resource plan can help management in decision making. (10 marks)

QUESTION TWO

- a) An analysis of the staffing requirements is always necessary for the organization to succeed in achieving its business objectives. What factors influence demand for labour in an organization (10 marks)
- b) Discuss the selection procedure to be adopted by the county governments in the selection of their staff. (10 marks)

QUESTION THREE

- a) As an expert in human resource management and being nominated to address the senior management team of your organization on the importance of strategic HRM, highlight the key SHRM concepts to be covered in your discussion (10 marks)
- b) Akolong company has operated without a human resource department since its inception and now you have been consulted to help in constituting one. What roles does the human resource management function play? (10 marks)

QUESTION FOUR

- a) Safaricom company advocates for continuous training of its employees. What is the justification of training for a company which seems to have already beaten up competition? (10 marks)
- b) Almost every organization in this era of competition applies human resource management principles. Describe human resource management principles (10 marks)

QUESTION FIVE

- a) Highlight key compensation components in addition to salary that are paid to someone for loss suffered (10 marks)
- b) Through job evaluation an organization is able to establish the relative value of positions. Explain the aims of job evaluation. (10 marks)