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KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS 2021/2022 ACADEMIC YEAR THIRD YEAR FIRST SEMESTER

SUPPLEMENTARY/SPECIAL EXAMINATION

FOR THE DEGREE OF BACHELOR OF COMMERCE
COURSE CODE: BCH 312
COURSE TITLE: HUMAN RESOURCE PROCUREMENT

DATE: 27/07/2022

TIME: 8.00AM – 11.00AM

INSTRUCTION TO CANDIDATES

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

TIME: 2 Hours

KIBU observes ZERO tolerance to examination cheating

QUESTION ONE (30 MARKS)

- 1 a) Your boss has assigned you the task of collecting information for job analysis. What do you think the company will use that information for? (10 marks)
- b) Explain the shortcoming of job description (10 marks)
- c) Discuss the legal procedure for redundancy (10 marks)

QUESTION TWO (20 MKS)

- a) Explain the demerits of internal recruitment (10 marks)
- b) Write explanatory notes on wrongful dismissal (10 marks)

QUESTION THREE (20 MKS)

- a) Explain the statement ‘to be legally binding a contract of employment must fulfill all contractual requirement (10 marks)
- b) Discuss various sources of internal and external recruitment (10 marks)

QUESTION FOUR (20 MKS)

- a) Highlight and explain issues that you will consider when designing a job advertisement in order to attract right people(10 marks)
- b) Discuss the contents of a human resource policy (10 marks)

QUESTION FIVE (20 MKS)

- a) Using appropriate examples, discuss various types of interviews (10 marks)
- b) Explain the guidelines to consider when drawing up a job specifications. (10 marks)

- ALL THE BEST-