

KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS 2021/2022 ACADEMIC YEAR THIRD YEAR FIRST SEMESTER

MAIN EXAMINATION

FOR THE DEGREE OF BACHELOR OF COMMERCE

COURSE CODE: BCH 312

COURSE TITLE: HUMAN RESOURCE PROCUREMENT

DATE: 28/01/2022

TIME: 9.00AM – 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)

Read the passage below and answer the questions that follow.

Maua Mazuri Ltd is a fast growing company whose headquarters is situated in industrial area, Nairobi. So far, it has opened 50 branches throughout the whole of East African Region, including Kenya, Uganda, Tanzania, Rwanda and Southern Sudan.

The Company has been on an upward trend, posting impressive profits at the end of each financial year. Mr Chuki has been the Human Resource Manager of the company since its inception. He has managed the company well so far, however of late; there has been a very high turnover of staff leaving for competing firms. There have also arisen very many complaints from employees with some saying that they even lack written contracts of employment.

The company is now spending lots of money and time in court as a result of law suits from the disgruntled employees and the Board of Directors is really concerned about the state of affairs in their company.

Maua Mazuri Ltd has approached you as a consultant to assist Mr Chuki put things in order. In your preliminary investigations, you have realized that Mr. Chuki did not even have a Human Resource policy to guide operations in the company. Mr Chuki needs your help.

Required:

- 1 a) Develop a HR policy for Maua Mazuri Ltd. (10 marks)
- b) What contents will Mr Chuki have to include in the written contracts that you will assist him to draw for his employees? (10 marks)
- c) Explain the guidelines to consider when drawing up job specifications. (10 marks)

QUESTION TWO (20 MARKS)

- a) Your boss has assigned you the task of collecting information for job analysis. What do you think the company will use that information that you have collected for? (10 marks)
- b) "Human Resource practitioners of the 21st century are faced with lots of challenges as they carry out their duties". Remarkd a colleague in HR workshop one day. Do you agree with your colleagues' sentiments? (10 marks)

QUESTION THREE (20 MARKS)

- a) Define the term placement. (2 marks)
- b) "Employee placement and orientation are a waste of time for an organisation because the new employees will find their way around somehow! Do you agree with this statement? Give reasons for your answer. (11 marks)
- c) What are some of the key issue that you will have to orient the new employees in? (7 marks)

QUESTION FOUR (20 MARKS)

- a) Using appropriate examples, discuss the various types of interviews that are normally conducted in an organisation. (10 marks)
- b) Before retrenchment programs are executed in an organisation, certain issues need to be addressed. Discuss. (10 marks)

QUESTION FIVE (20 MARKS)

5 a) Discuss the advantages and disadvantages of the following:

- i. Internal recruitment (7 marks)
- ii. External recruitment (6 marks)

b) Highlight the issues that you will consider when designing job advertisement so as to attract the right people. (7 marks)