

5

KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS

**2021/2022 ACADEMIC YEAR
SECOND YEAR FIRST SEMESTER
SPECIAL/SUPPLEMENTARY EXAMINATION**

**FOR THE DIPLOMA OF BUSINESS MANAGEMENT
COURSE CODE: DHR 103
COURSE TITLE: EMPLOYEE PROCUREMENT**

DATE: 18/07/2022

TIME: 8.00AM – 10.00AM

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

- a) Explain the unique characteristics about labour which helps to distinguish it from other factors of production (10 marks)
- b) Explain the benefits of training to county governments (10 marks)
- c) Human resource planning determines human resource requirements. What are the advantages of human resource planning? (10 marks)

QUESTION TWO

- a) Job description is a functional description of job tasks. Highlight the components of job description. (10 marks)
- b) Discuss ways in which a contract of employment may be terminated (10 marks)

QUESTION THREE

- a) What are the external sources of employment? (10 marks)
- b) Job analysis is a systematic collection and recording of information about various jobs in the organization. What is the purpose of job analysis? (10 marks)

QUESTION FOUR

- a) What is the distinction between training and development? (10 marks)
- b) What factors influence demand for labour? (10 marks)

QUESTION FIVE

- a) Discuss advantages of internal sources of recruitment. (10 marks)
- b) Explain the job analysis procedure. (10 marks)