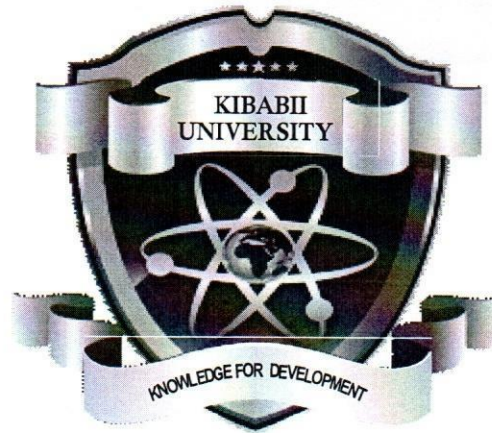


KIBABII UNIVERSITY



UNIVERSITY EXAMINATIONS

MAIN EXAMINATIONS

2021/2022 ACADEMIC YEAR

SECOND YEAR FIRST SEMESTER

FOR THE DIPLOMA OF BUSINESS MANAGEMENT

COURSE CODE: DHR 103

COURSE TITLE: EMPLOYEE PROCUREMENT

DATE: 25/01/2022

TIME: 9.00AM – 11.00AM

INSTRUCTIONS TO CANDIDATES

Answer Question ONE (compulsory) and ANY OTHER TWO questions

QUESTION ONE

For production to take place an entrepreneur needs to bring the factors of production together, organize and combine them in the right proportion. Production increases the economic welfare of the people by raising their standards of living and enabling them to satisfy more fully a greater number of wants

- a) Discuss the unique features about labour which helps to distinguish it from other factors of production (10 marks)
- b) For labour to be effective, the element of training comes in. Explain the benefits of training to an organization (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)