



KIBABII UNIVERSITY COLLEGE

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UNIVERSITY EXAMINATIONS

2012 2013 ACADEMIC YEAR

**FOR THE DIPLOMA OF
BUSINESS MANAGEMENT**

COURSE CODE: DHR 100

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

DATE: 23rd August 2013

TIME: 2.00pm – 5.00pm

Instructions to Candidates

- Answer question ONE(Compulsory) and any other TWO questions
- Question ONE attracts 30 marks)
- Time allowed is TWO hours
- All other questions attract equal marks (20 marks)

QUESTION 1

- a) i) Explain the concept of Human Resource Management (2 marks)
- ii) What are the four objectives of human Resource Management (8 marks)
- b) Describe the steps required for HR planning (10 marks)
- c) Describe the five basic elements of Human Resource Practice (10 marks)

QUESTION 2

- a) i) Briefly explain the concept of recruitment (2 marks)
- ii) What is the importance of recruitment in an organization? (6 marks)
- b) State any three advantages and three disadvantages of both internal and external recruitment (12 marks)

QUESTION 3

- a) What are four differences between training and development (4 marks)
- b) Describe the importance of training and development in Nzoia Sugar Company. (16 marks)

QUESTION 4

- a) i) What is job analysis (2 marks)
- ii) What is the purpose of conducting job analysis in an organization (8 marks)
- b) Describe the factors affecting job design in an organization? (10 marks)

QUESTION 5

Write brief notes on any five of the following concepts (20 marks)

- a) On the job Training Methods
- b) Performance appraisal
- c) Barriers to effective selection
- d) Job design
- e) Compensation
- f) Career planning
- g) Job analysis