



**JARAMOGI OGINGA ODONGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF BUSINESS & ECONOMICS**  
**UNIVERSITY EXAMINATION FOR THE BACHELOR OF LOGISTICS AND**  
**SUPPLY CHAIN MANAGEMENT**  
**3<sup>RD</sup> YEAR 2<sup>ND</sup> SEMESTER 2021/2022 ACADEMIC YEAR**  
**KISUMU CAMPUS**

---

**COURSE CODE: BAB 1334**

**COURSE TITLE: HUMAN RESOURCE PLANNING**

**EXAM VENUE: --**

**STREAM: BBA(HRM)**

**DATE: 9/12/2022**

**EXAM SESSION: 9.00-11.00AM**

**DURATION: 2 HOURS**

---

**INSTRUCTIONS**

- 1. Answer QUESTION ONE and any other TWO questions**
- 2. Show all your workings.**
- 3. Candidates are advised not to write on the question paper**

### Question One (30 Marks)

- a. Explain the meaning of human resource planning. (5 marks)
- b. Differentiate between the strategic plans and operational plans. (4 marks)
- c. Outline **three** job analysis methods that an organization can use to carry out effective job analysis. (6 marks)
- d. You have been asked to oppose the motion, Human Resource Planning is impossible or at least a waste of time in a situation where the future is unpredictable. Prepare your case which should include evidence from your own experience.

(15 marks)

### Question Two

With the aid of a specimen, differentiate between job description and job specification (20 marks)

### Question Three

- a. Outline any **four** tips for drafting effective job description. (4 marks)
- b. Discuss the **eight** steps that Human Resource Department may follow in order to implement Human Resource Information System effectively in the organization.

(16 Marks)

### Question Four

- a. Explain **four** reasons for merger and acquisition of business organizations. (8 marks)
- b. Discuss the methods available to forecast the future demand for skilled staff in any production department. (12 marks)

### Question Five

Discuss the current issues in job design. (12 marks)

Give reasons why job analysis is considered to be important for the business organizations. (8 marks)