



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF BUSINESS AND ECONOMICS**

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS  
ADMINISTRATION WITH IT**

**2<sup>ND</sup> YEAR 1<sup>ST</sup> SEMESTER 2017/2018 ACADEMIC YEAR**

**NAIROBI CAMPUS**

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**COURSE CODE: ABA 204**

**COURSE TITLE: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

**EXAM VENUE:**

**DATE:**

**STREAM: (BBA)**

**TIME:**

**EXAM SESSION:**

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**Instructions:**

1. Answer Question ONE (COMPULSORY) and ANY other 2 questions.
2. Candidates are advised not to write on the question paper.
3. Candidates must hand in their answer booklets to the invigilator while in the examination room.

### QUESTION 1

- (a) (i) Define Human Resource Management (2 marks)
- (ii) State and explain the Human Resource Functions (10 marks)
- (b) (i) What is the meaning of Recruitment (2 marks)
- (ii) Discuss the purposes and importance of effective recruitment (16 marks)

### QUESTION 2

- (a) What are the advantages and disadvantages of internal recruitment (10 marks)
- (b) Explain the steps of conducting an interview (10 marks)

### QUESTION 3

- (a) State and explain the various training methods (10 marks)
- (b) Which are the basic requirements of effective mentoring (10 marks)

### QUESTION 4

- (a) Briefly explain the reasons for Performance Appraisal (10 marks)
- (b) Which are the factors that should be considered when designing a reward policy for a company (10 marks)

### QUESTION 5

- (a) State and explain the purpose of human Resource planning (10 marks)
- (b) Discuss the various methods of forecasting demand (10 marks)