

JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY

ABA 332: HUMAN RESOURCE PLANNING

ACADEMIC YEAR 2013/2014

INSTRUCTIONS

Answer **THREE** Questions **ONLY**.

Question ONE is COMPULSORY. The rest of the questions carry equal marks (20 marks)

- (a) Explain in details FOUR known approaches of forecasting future human resource requirements(16mks)
 - You have been hired as a consultant to advise a business entity on the need of Human Resource Planning. What key aspects would be highlighted in your presentation? (14 marks)

- 2 Briefly make notes on the key aspects of a job description. (20 marks)

- 3 a. Make a case as to why jobs should be analyzed.(10 marks)

- b. what are the factors that could heighten demand for labour? (10mks)

- 4. a. State THREE ways and illustrate how jobs can be analysed. (10 marks)

- b. Outline factors affecting human resource planning (10mks)

- 5 a. There are varied ways of designing a job. Discuss THREE approaches. (10 marks)

- b. State and explain the uses of a job description (10 mks)

