



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

UNIVERSITY EXAMINATIONS 2012/2013

**2ND YEAR 1ST SEMESTER EXAMINATION FOR THE DEGREE
OF BACHELOR OF BUSINESS ADMINISTRATION WITH IT**

(REGULAR)

COURSE CODE: ABA 204/BBM 3213

COURSE TITLE: (HRM) HUMAN RESOURCE MANAGEMENT

DATE: 19/8/2013

TIME: 9.00-11.00AM

DURATION: 2 HOURS

INSTRUCTIONS

- 1. This paper consists of 5 Questions.**
- 2. Answer Question 1 (Compulsory) and any other 2 questions.**
- 3. Write your answers on the answer booklet provided.**

- Q1 a) Identify and briefly explain **five** elements of human resources planning. **15 marks**
- b) Distinguish between recruitment and selection of human resource and explain the importance of medical examination for potential employees? **15 marks**
- Q2 a) Discuss **five** major reasons why organizations conduct employee appraisal. **10 marks**
- b) Identify and explain **five** causes of high labour turnover in organizations. **10 marks**
- Q3 a) Explain the determinants of financial incentives in an organization. **10 marks**
- b) Suggest **five** methods an organization could use to gather information on compensation and rewards. **10 marks**
- Q4 a) Explain the kind of information that should be contained in human resources' file/card and hence differentiate between group statistics and human resource records. **10 marks**
- b) Identify circumstances under which an organization could recruit from outside without upsetting the smooth running of the HR functions. **10 marks**
- Q5 a) Suggest **five** reasons for human resource planning. **10 marks**
- b) Suppose you were in charge of employee training, what would you take into consideration in designing a training program? **10 marks**