



**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY
SCHOOL OF BUSINESS & ECONOMICS
UNIVERSITY EXAMINATION FOR UNDERGRADUATES
1st YEAR 1st SEMESTER 2020 ACADEMIC YEAR
JANUARY -APRIL 2020
MAIN CAMPUS**

COURSE CODE: BBM 3321

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

EXAM VENUE:

DATE:1/12/20

EXAM SESSION: 9-12 NOON

DURATION: 3 HOURS

INSTRUCTIONS

- 1. Answer QUESTION ONE (compulsory) and any other TWO questions**
- 2. Show all your workings.**

3 Candidates are advised to write on the text editor provided, or to write on a foolscap, scan and upload alongside the question.

4. Candidates must ensure that they submit their work by clicking 'FINISH AND SUBMIT ATTEMPT' button at the end.

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QUESTION ONE

- a) Define the following concepts:
 - i. Job analysis
 - ii. Job Description
 - iii. Job Specification
 - iv. Job Evaluation
 - v. Job Audit **(5 marks)**
- b) Explain the importance of Performance Appraisal in organization. **(5 marks)**
- c) Using relevant examples discuss the basic considerations in job analysis. **(10 marks)**

QUESTION TWO

- a) Explain the Employee selection process **(5 marks)**
- b) Using appropriate examples discuss the benefits of a job design in organizations **(10 marks)**

QUESTION THREE

- a) Explain five factors which are likely to influence wage and salary level determination in a given organizational structure. **(5 marks)**
- b) Describe the hiring process using an example in a specific organization **(10 marks)**

QUESTION FOUR

- a) Outline the five (5) pitfalls employers should avoid during the hiring process **(5 marks)**
- b) Using appropriate examples discuss challenges facing HRM practice **(10 marks)**

QUESTION FIVE

- a) Describe the various Modes of Compensation. **(7 marks)**
- b) Discuss at least four advantages and four disadvantages of recruiting from within the organization. **(8 marks)**