

**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**SCHOOL OF BUSINESS AND ECONOMICS**  
**JANUARY - APRIL 2017**  
**MAIN CAMPUS**

**BBM 3213: HUMAN RESOURCE MANAGEMENT**

**INSTRUCTIONS:** Answer question **ONE** (compulsory) and any **TWO** other questions

**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. **(5 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) Explain factors that influence the decision to delegate work to a subordinate. Illustrate **(10 marks)**

**QUESTION FIVE**

- a) Describe the three steps to conduct a training needs assessment. **(6 marks)**
- b) Using relevant examples explain at least **NINE** selection biases that can influence the selection of an applicant. **(9 marks)**