



MURANGA UNIVERSITY COLLEGE

(A constituent College of Jomo Kenyatta University of Agriculture & Technology)

MAIN CAMPUS

MAIN UNIVERSITY EXAMINATIONS

2014/2015 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER EXAMINATIONS

FOR THE CERTIFICATE BUSINESS MANAGEMENT.

COURSE CODE: CIB0109

COURSE TITLE: HUMAN RESOURCES MANGEMENT

DATE: 18TH AUGUST 2015

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

- 1) Question **one** is compulsory
- 2) Attempt any other **two** questions

QUESTION ONE

- a) Outline the main stages followed in manpower planning (4marks)
- b) Identify **four** advantages of each of the following methods of recruitment of staff in an organisation
- i. Internal recruitment (8marks)
 - ii. External recruitment (8marks)
- c) Explain the process of performance appraisal (10marks)

QUESTION TWO

- a) Highlight **ten** responsibilities of human resource manager (10marks)
- b) Explain five ways which workforce planning addresses labour shortage (10marks)

QUESTION THREE

- a) Outline **ten** purposes or objectives of promotion (10marks)
- b) Explain five organisational objectives of wage/salary management (10marks)

QUESTION FOUR

- a) Explain **five** objectives of personnel research (10marks)
- b) Highlight **five** main characteristics of incentives (10marks)

QUESTION FIVE

- a) Explain **five** drawbacks of job evaluation (10marks)
- b) Explain the roles an interview to the employer (10marks)