



# **MURANGA UNIVERSITY COLLEGE**

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

**MAIN CAMPUS**

**SUPPLEMENTARY/SPECIAL UNIVERSITY EXAMINATIONS**

**2014/2015 ACADEMIC YEAR**

**FIRST YEAR SECOND SEMESTER EXAMINATIONS**

**FOR THE CERTIFICATE BUSINESS MANAGEMENT.**

**COURSE CODE: CIB0109**

**COURSE TITLE: HUMAN RESOURCES MANGEMENT**

**DATE:**

**TIME: 2HOURS**

## **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 **(4mks)**
- b) Identify **four** advantages of each of the following methods of recruitment of staff in an organisation
  - i. Internal recruitment **( 8mks)**
  - ii. External recruitment **( 8mks)**
- c) Explain the process of performance appraisal **(10mks)**

### **Question two**

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

### **Question three**

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

### **Question four**

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

### **Question five**

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