



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)**