



MURANG'A UNIVERSITY COLLEGE

(A Constituent College of Jomo Kenyatta University of Science and Technology)
TOWN CENTRE

ORDINARY UNIVERSITY EXAMINATION 2014/2015 ACADEMIC YEAR

THIRD SEMESTER EXAMINATION FOR THE DIPLOMA OF BUSINESS MANAGEMENT

(DBM 14D SEM 3)

COURSE CODE: DBH 1212

COURSE TITLE: HR PLANNING AND PROCUREMENT

DATE: 23rd april 2015

Duration 2hours

INSTRUCTIONS TO CANDIDATE:

Question **ONE (1)** is compulsory that carry **30 marks**.

Answer Any other **TWO (2)** questions of the Three questions each **20 marks**

MRUC observes ZERO tolerance to examination irregularities

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Q. 1 (a) Explain the FIVE step approach employed to determine current human resource needs.

[10 marks]

(b) Outline the specific strategies that help the employer to manage risks caused by external factors.

[10 marks]

(c) Identify at least TEN examples of internal scan that helps to minimize challenges and risks in a business organization.

[10 marks]

Q. 2 (a) Human resource performance outcomes is key to assessing progress in target areas of the organization. In line with the above statement, outline the questions to be considered that could help monitor, evaluate and report on progress. [10 marks]

(b) Discuss the following terms as applied in human resource management;

i) Job analysis

ii) Job description

[10 marks]

Q. 3 (a) Explain FIVE alternative ways of recruitment. [10 marks]

(b) Discuss the following types of selection interviews;

i) Structured interview

ii Unstructured interview

[10 marks]

Q. 4 If training is properly carried out, it can benefit both the organization and the employees. Using this fact, identify TEN purposes of training in any organization.

[20 marks]