



MURANG'A UNIVERSITY COLLEGE

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

TOWN CENTRE

UNIVERSITY EXAMINATION 2014/2015 ACADEMIC YEAR

SPECIAL/ SUPPLEMENTARY EXAM

THIRD SEMESTER EXAMINATION FOR THE DIPLOMA OF BUSINESS MANAGEMENT

(DBM 14D SEM 3)

COURSE CODE: DBH 1212

COURSE TITLE: HR PLANNING AND PROCUREMENT

DATE:

TIME:

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**

Duration 2hours

MRUC observes ZERO tolerance to examination irregularities

This paper consists of 2 printed pages. Please turnover

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Q. 1 (a) Discuss FIVE methods used to determine current human resource requirements. 10 marks

(b) Identify specific methods that help the employer to manage risks caused by external factors. 10 marks

(c) Explain TEN 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 specification

ii) Job description

10 marks

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

(b) Discuss the following types of selection interviews;

i) Structured interview

ii) Unstructured interview

10 marks

Q. 4 Training is carried out to benefit both the organization and the workers. Using this fact, discuss TEN roles of training in any organization.

20 marks