



# **MURANG'A UNIVERSITY OF TECHNOLOGY**

## **SCHOOL OF BUSINESS AND ECONOMICS**

DEPARTMENT OF HUMAN RESOURCE

UNIVERSITY ORDINARY EXAMINATION

2023/2024 ACADEMIC YEAR

**FIRST YEAR SECOND SEMESTER EXAMINATION FOR DIPLOMA IN  
HUMAN RESOURCE MANAGEMENT I (TVET)**

HRM/OS/BUS/CR/01/6: EMPLOYEE RESOURCING

DURATION: 2 HOURS

### **INSTRUCTIONS TO CANDIDATES:**

1. Answer Question one and any other two questions.
2. Mobile phones are not allowed in the examination room.
3. You are not allowed to write on this examination question paper.

## **SECTION A: ANSWER ALL QUESTIONS IN THIS SECTION**

1. State five factors that necessitate the need for human resource planning (5 marks)
2. Highlight the significance of recruitment interviews (5 marks)
3. List five objectives of succession planning (5 marks)
4. Define job analysis and state techniques that can be adopted to collect data in this function (5 marks)
5. Give five techniques used in demand forecasting (5 marks)
6. Outline five forms of employment available in organizations (5 marks)
7. Highlight five internal sources of recruitment. (5 marks)
8. Distinguish the following terms; Person-Job Fit and person – organization Fit (5 marks)

## **SECTION TWO: ANSWER ANY THREE QUESTIONS**

9. a. Recruitment programs have the potential to attract large number of qualified applicants. Discuss the stages of an effective recruitment process. (10 marks)  
b. Explain five techniques that can be adopted by employers to improve employee performance. (10 marks)
10. a. Interviews help employees to verify the information obtained in the application forms. Highlight five types of interviews that can be employed by employers. (10 marks)  
b. Outline five methods adopted in the process of ascertaining the worth of a job in organizations. (10 marks)
11. a. Discuss the role of human resource planning to organizational strategy. (10 marks)  
b. Describe the steps involved in the recruitment process. (10 marks)
12. a. Draft a Job description and Job specification for the position of a human resource manager. (10 marks)  
b. Discuss five human resource functions that can be obtained through outsourcing. (10 marks)