

CHUKA



UNIVERSITY

COLLEGE

UNIVERSITY EXAMINATIONS

**THIRD YEAR EXAMINATION FOR THE AWARD OF DEGREE OF
BACHELOR OF COMMERCE**

BCOM 361: HUMAN RESOURCE PLANNING

STREAMS: BCOM Y3S1

TIME: 2 HOURS

DAY/DATE: WEDNESDAY 19/12/2012

2.30 P.M.-4.30 P.M.

INSTRUCTIONS:

Answer question ONE and any other two questions.

1. Directors of Chuka Suppliers Limited prepared a very elaborate business plan before starting the business. However, they did not include human resource planning as part of their over-all business plan arguing that since the business was small, they would hire staff as need arose.
 - (a) What are some of the consequences the firm is likely to suffer for not planning for human resources? [12 marks]
 - (b) Should the directors see the need and decide to proceed with human resource planning, what steps should they take? [10 marks]
 - (c) How would the directors use the plans developed in the above exercise? [8 marks]

2. Before hiring any employees, the Management of Mbeere manufacturers limited usually conduct a job analysis for the position they intend to fill.
 - (a) Do you think it is necessary to conduct a job analysis or is it a waste of time? Give reasons for your answer.
 - (b) What information is the management of Mbeere manufacturers likely to gather for each job they conduct a job analysis on?

3. (a) Discuss the factors a manager should consider in determining whether or not it is feasible to hire new employees. [14 marks]
- (b) Explain ways in which internal recruitment can be carried out. [6 marks]
4. As a human resource manager, you have been approached by XYZ Company for advice. The management of XYZ informs you that they are not contented with the productivity of their employees. After conducting your investigations, you realize that there are more staff in the organization than necessary.
- (a) Advise the management of XYZ on how to deal with the problem. [16 marks]
- (b) What advice would you give the management if instead you had found out that the employees were fewer than required? [4 marks]
5. (a) Discuss the various methods used in measuring labour turnover. [10 marks]
- (b) Explain the occupational orientations that should be considered when determining an employee's career plan. [10 marks]
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