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**JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**SCHOOL OF BUSINESS & ECONOMICS**

**UNIVERSITY EXAMINATION FOR THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION WITH IT**

**3RD YEAR 2ND SEMESTER 2016/2017 ACADEMIC YEAR**

**MAIN CAMPUS**

**COURSE CODE: ABA 332**

**COURSE TITLE: HUMAN RESOURCE PLANNING**

**EXAM VENUE: STREAM: (BBA-HRM)**

**DATE: EXAM SESSION:**

**TIME: 2 HOURS**

**Instructions:**

1. **Answer Question ONE (COMPULSORY) and ANY other 2 questions**
2. **Candidates are advised not to write on the question paper.**
3. **Candidates must hand in their answer booklets to the invigilator while in the examination room.**
   1. Write short notes on each of the following items concepts. (3 marks)
4. Job
5. A position
6. Job analysis
7. Job description
8. Job design
9. Task
   1. (a) Discuss the process of Human Resource planning. (10 marks)

(b) Outline the factors affecting Human Resource planning. (10 marks)

3.(a) Enumerate the techniques of focusting personal demands in organization.

(10 marks)

(b) What are the contents of a skill inventory? (10 marks)

4. (a) Discuss the action decision a HRM manager would take where the supply of workforce

supersedes the demand in an organization. (10 marks)

(b) Discuss the types of information collected for job analysis. (10 marks)

5. (a) Describe the advantages of interviews carried out during job analysis. (10 marks)

(b) Why is experience an important component of job specification. (10 marks)