



# **MASENO UNIVERSITY**

## **UNIVERSITY EXAMINATIONS 2011/2012**

**FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR  
THE CERTIFICATE IN PUBLIC ADMINISTRATION  
(CITY CAMPUS)**

**DCA 0012: PUBLIC PERSONNEL MANAGEMENT**

*Date: 21<sup>st</sup> April, 2012*

*Time: 2.00 – 4.00 p.m.*

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**DCA 012: Public Personnel Management**

**Instruction: answer three questions**

1. a). Differentiate between selection and recruitment.  
b). Explain types of recruitment.
2. Discuss the features of human resource development.
3. a). State the meaning of performance appraisal.  
b). Explain methods of performance appraisal
4. Explain methods of employee training in organizations.
5. Define the concept team building and explain its importance in an organization.