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**University Examinations 2015/2016**

SECOND YEAR, FIRST SEMESTER EXAMINATION FOR THE DIPLOMA IN PURCHASING AND SUPPLIES MANAGEMENT.

**BFD 2208: PRINCIPLES AND PRACTICE OF HRM**

**DATE: AUGUST 2016 TIME: 11/2 HOURS**

**INSTRUCTIONS: -** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. Explain the benefits Human Resource Planning in an organization. (5 marks)
2. Distinguish between internal and external recruitment. (4 marks)
3. Explain four reasons why an organization would require to train its employees. (8 marks)
4. Define the term motivation and explain its importance to an organization. (8 marks)
5. Explain five benefits of a human resource department in an organization. (5 marks)

**QUESTION TWO (20 MARKS)**

1. Describe the steps that you would follow for a systematic training and development programme. (10 marks)
2. Discuss the benefits of employee orientation. (10 marks)

**QUESTION THREE (20 MARKS)**

1. Discuss at least five methods of external recruitment. (10 marks)
2. Briefly discuss the essentials of an effective communication system. (10 marks)

**QUESTION FOUR (20 MARKS)**

1. Discus the ways through which a contract of employment may be terminated. (10 marks)
2. Discuss the role of performance assessment in an organization. (10 marks)

**QUESTION FIVE (20 MARKS)**

Discuss at least five theories of motivation. (20 marks)