

W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2015/2016**

**YEAR II SEMESTER I EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE/ YEAR I SEMESTER II BACHELOR OF PURCHASING AND SUPPLIES MANAGEMENT AND YEAR II SEMESTER II BACHELOR OF BUSINESS INFORMATION TECHNOLOGY**

**HBC 2204/HPS 2109: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT/HUMAN RESOURCE MANAGEMENT**

**DATE: APRIL 2016 TIME: 2 HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

1. Outline the information that the Human Resource specialist normally collects through job analysis. [18 marks]
2. Explain the purpose of orientation in an organization. [6 marks]
3. Differentiate between employee selection and employee recruitment. [6 marks]

**QUESTION TWO (20 MARKS)**

1. Citing examples, discuss the various reasons most employees give for leaving employment. [10 marks]
2. The Human Resource Manager is responsible for the management of the above statement, explain how he manages the department. [10 marks]

**QUESTION THREE**

1. The Human Resource Manager is responsible for strengthening the employer employee relationship. From the above statement, outline the functions of the Human Resource Manager. [12 marks]
2. Explain the significance of placement. [5 marks]
3. Job specification is derived from job analysis. Outline the components of job specification. [3 marks]

**QUESTION FOUR (20 MARKS)**

1. When employees understand the Human Resource processes they feel comfortable and satisfaction level increases. Explain the Human Resource processes. [15 marks]
2. Discuss why most organizations carry out exit interviews. [5 marks]

**QUESTON FIVE (20 MARKS)**

1. Employee selection process is a critical component of an organization. Explain the employee selection process. [12 marks]
2. What do you understand by the term employee relations? [3 marks]
3. What is the best way a Human Resource Manager can help improve employee relations in an organization? [5 marks]