



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2013/2014

**SECOND YEAR SECOND SEMESTER EXAMINATIONS FOR THE
DIPLOMA IN COMMUNITY DEVELOPMENT
(CITY CAMPUS)**

**DDC 0120: HUMAN RESOURCE MANAGEMENT AND
DEVELOPMENT**

Date: 20th November, 2013

Time: 2.00 - 4.00 p.m.

INSTRUCTIONS:

- **Answer ANY THREE questions.**

DDC 0120: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

INSTRUCTION: ANSWER THREE QUESTIONS

1. Explain the roles of Human Resource management towards the effectiveness and competitiveness of the organization.

2. (a) Discuss the following concepts
 - i. Job description
 - ii. Job specification(b) Explain the importance of job analysis to the organizations.

3. Explain some of the limiting factors that may inhibit the choice of the best candidate.
4. Explain the following selection tests as used in Human Resource Management.
 - a. Proficiency and achievement tests.
 - b. Tests of cognitive abilities.
 - c. Personality and interest tests.

5. Explain the importance of training and development in Human Resource Management.