



THE MOMBASA POLYTECHNIC UNIVERSITY COLLEGE

Faculty of Business & Social Studies

DEPARTMENT OF BUSINESS STUDIES

BACHELOR OF BUSINESS ADMINISTRATION

HBC 2213: EMPLOYEE RESOURCING

END OF SEMESTER EXAMS

SERIES: APRIL/MAY 2010.

TIME: 2 HOURS

INSTRUCTIONS TO CANDIDATES

1. The paper consists of **FOUR** questions.
 2. Answer Question **1** (compulsory) and any other **TWO** questions.
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- Q.1 (a) One of the responsibilities of the Human Resource Department is to develop job descriptions for various categories of staff in the organization.
Design a job description for a typical Human Resources Manager. (10 marks)
- (b) Explain the benefits an organization derives from maintaining an effective human resources inventory. (10 marks)
- (c) You have been invited to go and present a paper on “Challenges faced by Human Resource Practitioners in Public organizations with particular emphasis on recruitment.” Discuss the challenges that you will present. (10 marks)
- Q.2 (a) Human Resource Planning is one of the important tools for managing the work force. Explain the benefits that would accrue to an organization that adopt long term Human Resource Planning.

- (b) A staff survey conducted in the Tumaini Co. Ltd. showed that 20% of their new staff leave the company in the first one year. Describe in details the steps that should be taken to reverse this. (10 marks)
- Q.3 (a) There have been reports of late of sad incidences faced by Kenyans working in foreign countries particularly Middle East. As a Human Resource consultant discuss the steps that the Ministry of Labour should take to address the problem. (10 marks)
- (b) As a new Human Resource Manager of ABC Co. you have established that the organization has been operating without a salary structure. In your recommendations to the Management, explain the benefits that will accrue to the organizations as a result of operating with a salary structure. (10 marks)
- Q.4 (a) Explain how the unemployment rate in Kenya has affected the salary levels. (10 marks)
- (b) A Human Resource Consultant hired to look into the safety problems of the Co. has made a recommendation that the top management should take the lead. Discuss the areas where the management would be expected to do so. (10 marks)