

**UNIVERSITY OF KABIANGA**

**UNIVERSITY EXAMINATIONS**

**2014/2015 ACADEMIC YEAR**

**SECOND YEAR FIRST SEMESTER EXAMINATION**

**SUPPLIMENTARY/SPECIAL EXAMINATION**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 203**

**COURSE TITLE: HUMAN RESOURCE MANAGEMENT**

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER THREE QUESTIONS.**

**QUESTION ONE**

1. What kind of action plans are developed during human resource planning? (8 marks)
2. Outline the features of an effective job advertisement. (9 marks)
3. State the characteristics of a good promotion policy. (8 marks)

**QUESTION TWO**

1. Define training and development. (3 marks)
2. Describe the process of training and development. (12 marks)

**QUESTION THREE**

Discuss the advantages and disadvantages of using psychometric tests in the selection process. (15 marks)

**QUESTON FOUR**

1. Highlight five methods of avoiding redundancy. (5 marks)
2. Outline the acceptable principles governing promotions. (10 marks)

**QUESTION FIVE**

1. Give the meaning of the following ranks of hazards. (4 marks)
2. Catastrophic hazard
3. Marginal hazard
4. Critical hazard
5. Negligible hazard
6. Who carries out a health and safety audits? (5 marks)
7. State six actions taken to prevent accidents in organizations. (6 marks)