

MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS 2016/2017 ACADEMIC YEAR**

**SECOND YEAR FIRST SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS**

**BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 203**

**COURSE TITLE: HUMAN RESOURCE     MANAGEMENT**

**DATE: 3RD JULY, 2017 TIME: 1430 – 1630HRS**

**INSTRUCTIONS TO CANDIDATES**

* Question **ONE** is compulsory
* Answer any other **THREE** questions

*This paper consists of 2 printed pages. Please turn over.*

1. (a) Explain the importance of a safe and healthy work environment to employees performance at work **(10 marks**)

(b) “Manpower planning is a strategy for the acquisition, utilization, improvement and retention of enterprise human resources” Discuss

 **(15 marks)**

1. (a) “Employee placement is a key determinant factor in their subsequent performance on the Job” Discuss **(5 marks)**

(b) Explain the external sources of recruitment **(10 marks)**

1. (a) Discuss the recruitment and selection stages **(10 marks)**

(b) Explain the benefits of internal recruitment **(5 marks)**

1. Explain the various types of interviews  **(15 marks)**
2. (a) Define training and explain the aims of training and development

**(10 marks)**

(b) Justify the need for Job design for an organization intent on optimum utilization of its workforce **(5 marks)**

**...........The end.....................**