



MASENO UNIVERSITY
UNIVERSITY EXAMINATIONS 2016/2017

**THIRD YEAR SECOND SEMESTER EXAMINATIONS FOR THE
DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION WITH
INFORMATION TECHNOLOGY**

MAIN CAMPUS

ABA 332: HUMAN RESOURCE PLANNING

Date: 9th June, 2017

Time: 12.00 - 3.00 pm

INSTRUCTIONS:

- Answer question ONE and any other THREE questions.



QUESTION ONE

- a) As specialist in human resource planning, ABC Company has approached you to offer information on how they can undertake planning for their human resources. Exhaustively describe activities they should undertake to achieve accurate plans. (10mks)
-
- b) Describe any five techniques that an organization can use to forecast demand for its human resources. (10mks)
- c) Describe reasons that make it necessary for a country to plan for her human resources. (5 mks)

QUESTION TWO

-
- a) Describe any five difficulties that human resource planners would experience while planning for an organization which is has existed for less than five years. (10 mks)
- b) ABC is a small company which started less than five years ago, it does not have proper records and most of the managers are inexperienced. What type of demand forecasting technique would you recommend for such a company and why? (5 mks)

QUESTION THREE

- a) For effective human resource planning, planners need to be knowledgeable on certain factors that influence the planning process. Describe factors that influence human resource planning. (10 mks)
- b) There is need for human resource planning to be effective and certain guidelines must be observed to achieve this. Explain the guidelines that planners must observe. (5 mks)

QUESTION FOUR

-
- a) Describe records relating to human resource that the resource planners require for effective planning. (10 mks)
-
- b) Explain uses of job analysis to an organization. (5 mks)

QUESTION FIVE

- a) Describe any five actions that an organization can undertake when surplus of employees is expected. (10 mks)
- b) Explain challenges that an organization can face when external sources of recruitment are used. (5 mks)

QUESTION SIX

- (a) The likely results of forecasting activity are the identification of potential mismatch between future demand and supply. To manage the mismatch, activities should target certain work aspects. Outline areas that such activities should target. (8 mks)
- (b) Describe steps that an organization can undertake to improve retention of employees. (5 mks)