

**MERU UNIVERSITY OF SCIENCE AND TECHNOLOGY**

**P.O. Box 972-60200 – Meru-Kenya.**

**Tel: 020-2069349, 061-2309217. 064-30320 Cell phone: +254 712524293, +254 789151411**

**Fax: 064-30321**

**Website:** [**www.must.ac.ke**](http://www.must.ac.ke) **Email:** [**info@must.ac.ke**](mailto:info@must.ac.ke)

**University Examinations 2014/2015**

THIRD YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE

**BFB 3368: PROCUREMENT OF HUMAN RESOURCE MANAGEMENT**

**DATE: AUGUST 2015 TIME: 2HOURS**

**INSTRUCTIONS:** *Answer question* ***one*** *and any other* ***two*** *questions*

**QUESTION ONE (30 MARKS)**

1. Explain the following:
2. Duting (2 Marks)
3. Position (2 Marks)
4. Job (2 Marks)
5. Employee procurement (2 Marks)
6. Outline coordination’s in information that aid in designing a comprehensive job descriptions and job specifications (4 Marks)
7. Why do organizations find it necessary to draw up Job Description and Job Specifications before any recruitment and selection is done (6 Marks)
8. As a Human Resource Manager, can you use assessment centres to test suitability to prospective computer technicians. If yes or no support your argument (6 Marks)
9. There are critical areas in human resource management that are susceptible to ethnical issues. Using practical examples identify and explain some of these areas of ethical concerns (6 Marks)

**QUESTION TWO (20 MARKS)**

1. Illustrate the process of wage payments (6 Marks)
2. Explain the key factors that affect the wages and salaries in an organization (14 Marks)

**QUESTION THREE (20 MARKS)**

1. Identify and explain any three main job analysis techniques (12 Marks)
2. Kenya’s affirmative action of 30% employment position for women is an example of unethical human resource practices. Do you argue with this statement? (8 Marks)

**QUESTION FOUR (20 MARKS)**

1. Define Human Resource Planning (2 Marks)
2. Describe the steps/process of Human Resource Planning (8 Marks)
3. What are the advantages of Human Resource Planning to an organization (10 Marks)

**QUESTION FIVE (20 MARKS)**

1. The “war for talents” calls for organizations to develop talent management to retain their employees. Briefly explain five retention strategies that Meru University of Science and Technology can use to retain their employees (10 Marks)
2. Describe the main reasons that make employees exit their current employment (10 Marks)