

**W1-2-60-1-6**

## JOMO KENYATTA UNIVERSITY

**OF**

**AGRICULTURE AND TECHNOLOGY**

# University Examinations 2018/2019

**END OF SEMESTER EXAMINATION FOR THE CERTIFICATE/DIPLOMA IN COUNTY GOVERNANCE**

**HLG 0204 : PRINCIPLES OF HUMAN RESOURCE FOR LOCAL GOVERNMENT**

**DATE: APRIL 2019 TIME: 1½ HOURS**

**INSTRUCTIONS: ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER**

**TWO QUESTIONS.**

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**QUESTION ONE (30 MARKS)**

(a) Define the following terms: [4 marks]

(i) Human resource management.

(ii) Recruitment.

(b) Briefly state the aims of advertising in an organization. [4 marks]

(c) State and explain the approaches to job design that a manager may apply successfully. [5 marks]

(d) An organization may apply skill-based method to compensate its employees. Clearly show the benefits of this method. [7 marks]

(e) Briefly state and explain the advantages of succession planning to an organization.

[5 marks]

(f) During recruitment and selection, organizations use steps to reach their target. Briefly state the stages involved in recruitment. [5 marks]

**QUESTION TWO (15 MARKS)**

(a) As a manager to an organization, you have been asked to talk on the importance of work place health promotion. Briefly state the important/benefits of work place promotion. [10 marks]

(b) An organization wants to train its employees to develop their skills. Briefly state the factors influencing training and development. [5 marks]

**QUESTION THREE (15 MARKS)**

(a) Once selection has been done, induction is done to the employee. What are the advantages of this process? [5 marks]

(b) Human resource management at every level must concern themselves with human resource management functions. State and explain the five functions. [10 marks]

**QUESTION FOUR (15 MARKS)**

(a) Briefly state and explain the benefits of introducing work-life balance to the employee/organization. [5 marks]

(b) In an organization there may be a breakdown in communication coming from barriers. Briefly state and explain the ways of overcoming these barriers to communication. [10 marks]