



(University of Choice)

**MASINDE MULIRO UNIVERSITY OF
SCIENCE AND TECHNOLOGY
(MMUST)**

**UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR**

**THIRD YEAR FIRST SEMESTER EXAMINATIONS
FOR THE DEGREE**

OF

BACHELOR OF COMMERCE

COURSE CODE: BCB 309

COURSE TITLE: HUMAN RESOURCE PROCUREMENT

DATE: WEDNESDAY, 7TH / 12 / 2022

TIME: 3:00-5:00PM

INSTRUCTIONS TO CANDIDATES

1. Answer Question One (compulsory) and any other TWO Questions
2. Do not write anything on the question paper. All rough work be done in answer booklet and crossed.

Question One

1. (a) "Human Resource Planning is a prerequisite for effective management of human resources of an organization". In the light of this statement, explain how an organization benefits from planning for human resources (10marks).
- (b) Differentiate between personnel management and human resource management (10 marks)
- (c) Explain the factors that may affect the selection of the right candidate during procurement process (10 marks)

Question Two

- (a) You are conducting selection of suitable staff for your organization an exercise that is required urgently. Explain the significance of such an exercise (10 marks).
- (b) It is a requirement that all new staff employed in an organization are inducted. Explain the ingredients of an induction programme (10 marks)

Question Three

- a) Job description is an important document in human resource procurement. Explain the main functions of job description (10 marks)
- b) Your firm is in the process of evaluating jobs. Explain briefly the methods that can be used for such exercise (10 marks).

Question Four

- (a) Identify and explain the approaches you are likely to employ to procure staff in your organization. (10 marks)
- (b) Explain why is it necessary to terminate the services of staff members and circumstances leading to such decision (10 marks)

Question Five

Explain the emerging issues and challenges facing human resource procurement in the 21st Century (20 marks).