



(The University of Choice)

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

**UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR**

**SECOND YEAR SECOND SEMESTER EXAMINATIONS
FOR THE BACHELOR OF COMMERCE DEGREE**

COURSE CODE: BCB 203

COURSE TITLE: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT

DATE: WEDNESDAY, 12TH APRIL 2023 TIME: 12:00 – 2:00PM

INSTRUCTIONS TO CANDIDATES

- Answer any **FOUR** questions.
- Do not write anything on the question paper.
- Duration **2 Hours**

MMUST observes ZERO tolerance to examination cheating

This paper consists of 3 printed pages. Please Turn Over.

1. (a) One of the responsibilities of human resource department is to design job description and job specification for the various categories of staff in the organization. Prepare an advertisement for a position of a Human Resource Officer (10 marks).
 (b) You have been appointed and assigned duties in the HR Department. One of your activities is plan for human resources. Provide justification of planning for human resources. (10 marks).
 (c) Examine the various methods used in determining the relative worth of a job (10 marks).
2. (a) The Training Manager of Butali Sugar Co. Ltd organized training sessions for the company's employees to update them on the new developments in the market. Explain the techniques of training that the trainer may apply during the exercise (10 marks).
 (b) Explain the best ways of collecting information that goes into a job description (10 marks).
3. (a) Many organizations opt for panel interviews as a method of selection. Explain the strength of this method of interview (10 marks).
 (b) It has been observed that many organizations are now resorting to internal sources of recruitment as opposed to using external sources. As a Human Resource specialist, explain the reasons behind this trend (10 marks).
4. (a) Osumba Rateng' is a newly appointed Human Resource Manager of Wajamaa Company Ltd. His first assignment is to conduct a performance appraisal of his staff. Explain the methods he can use to review performance of his employees (10 marks)
 (b) Tekno Enterprises has just concluded the selection of her new staff. Explain why induction training is necessary for these new employees (10 marks).

5. Juja Confectionaries Limited has been in existence since 2000. It has well developed databank on job descriptions and trains its employees on a continues basis. The company has four fully-fledged Departments i.e. Finance, marketing, Production and Human Resource Management. The Human Resources Manager, Mr. Kelemba has been a Line Manager in the production department before proceeding for further studies in Human Resource Management.

Mr. Kelemba is required to carry out a job analysis in the Department to be used in the recruitment of new staff in the machine section.

- (a) You are intending to conduct job analysis. Explain the purpose of such exercise (10 marks)
- (b) Explain the likely source of errors in the process of obtaining information for job analysis that may affect the validity of the information obtained in organization. (10 marks).