30

(The University of Choice)

MASINDE MULIRO UNIVERSITY OF SCIENCE AND TECHNOLOGY (MMUST)

UNIVERSITY MAIN EXAMINATIONS
2023/2024 ACADEMIC YEAR

THIRD YEAR FIRST SEMESTER EXAMINATIONS

FOR THE DEGREE

OF

BACHELOR OF COMMERCE

COURSE CODE: BCB 309

COURSE TITLE: HUMAN RESOURCE PROCUREMENT

DATE: THURSDAY, 21ST /12/2023 TIME: 8:00 -10:00AM

INSTRUCTIONS TO CANDIDATES

- **Answer Question ONE and any other TWO Questions.**
- **Do not write anything on the question paper.**

MMUST observes ZERO tolerance to examination cheating

This paper consists of 2 printed pages. Please Turn Over.

1. (a) ''Human Resource Planning is a prerequisite for effective management of human resources of an organization''. In the light of this statement, explain the main objectives of human resource planning (10 marks).
   (b) Explain circumstances that may lead to employee dismissal of services (10 marks)
   (c) Explain purpose of HRP (10 marks).

2. (a) You have been chosen by your HR Manager to conduct orientation of new staff in your organization. Explain the main purposes of such programme (10 marks)

   (b) Explain the factors affecting supply of labour (10 marks)

3 (a) As an expert in HR, you have been appointed to undertake job analysis for an organization. Explain the sources of information that you may use to conduct the exercise.

b) You are the HR Director of Kisumu Enterprises. You have identified various vacancies in various departments in your firm that require to be filled. Discuss the factors that that may limit your choice for the best candidate during the recruitment process (10 marks)

4. (a) Explain the challenges facing HR Procurement and offer suggestions for the way forward (10 marks)
   (b) Explain five principles of placement (10 marks).

5. (a) You have been appointed to do selection of staff for an international company. Explain the selection process that you may use during the exercise (10 marks)
   (b) Prepare an advertisement for the position of a Human Resource Officer for your company (10 marks)