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University Examinations 2023/2024

THIRD YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR
OF BUSINESS ADMINISTRATION

SECOND YEAR SECOND SEMESTER EXAMINATION FOR THE DEGREE OF
BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT

THIRD YEAR FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR
OF BUSINESS ADMINISTRATION

BFB 3305/BBR 3252: EMPLOYEE RESOURCING

DATE: APRIL 2024

TIME: 2 HOURS

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

QUESTION ONE (30 MARKS)

- a) How does job description differ from job specification? Describe job description usage to the organization and individual employee (10 marks)
- b) Employee education and training is an important function undertaken in organizations. Discuss the Impact of education and training in the labour market (10 marks)
- c) Recruitment can be done from within or outside the organization. Explain the various sources of recruitment (10 marks)

QUESTION TWO (20 MARKS)

- a) By use of examples, discuss the various techniques that organizations in Kenya use to recruit their employees (10 marks)
- b) There are various employment legislations governing employment in Kenya. By use of examples discuss any five legislations that a human resource manager may need to consider during recruitment process (10 marks)

QUESTION THREE (20 MARKS)

- a) "Job analysis is very essential and the most basic human resource activity. Discuss why job analysis is important (10 marks)
- b) The issue of unemployment has become very rampant in our country today. By use of examples discuss factors influencing employment in Kenya (10 marks)

QUESTION FOUR (20 MARKS)

- a) What are objectives of human resource planning (5 marks)
- b) Explain the process of human resource planning (5 marks)
- c) Describe the importance employee selection (5 marks)
- d) Explain the steps involved in the selection procedure (5 marks)

QUESTION FIVE (20 MARKS)

- a) Interviewing is the least valid and reliable method of selection, yet it is widely used. Discuss this statement and suggest ways the interviewing process can be made more effective (10 marks)
- b) What is human resource accounting? In what ways is it useful to the management of human resources (10 marks)