Name_____   Index No_____/_____

2906/304
HUMAN RESOURCE MANAGEMENT
July 2015
Time: 3 hours

Candidate's Signature_____

Date_____

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN BUSINESS MANAGEMENT
MODULE III

HUMAN RESOURCE MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.
Sign and write the date of the examination in the spaces provided above.
This paper consists of SEVEN questions.
Answer any FIVE questions.
All questions carry equal marks.
Write your answers in the spaces provided in this question paper.
Do NOT remove any pages from this question paper.
Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	TOTAL SCORE
Candidate's Score								

This paper consists of 16 printed pages.

Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.

Turn over

1. (a) Explain **five** ways in which training can be of benefit to an individual employee in an organization. (10 marks)

   (b) Outline **five** requirements that a human resource manager should put in place for effective human resource planning in an organization. (10 marks)

2. (a) Explain **five** circumstances under which a human resource manager may use questionnaires for collecting data in a job analysis exercise. (10 marks)

   (b) Explain **five** benefits that may accrue to an organization from the development of a human resource policy for its employees. (10 marks)

3. (a) The employees at Bora Bora Limited have been performing poorly in their tasks. Highlight **five** ways in which the management of the organization can improve this performance. (10 marks)

   (b) A good employee compensation scheme should possess certain characteristics. Outline **five** such characteristics. (10 marks)

4. (a) Explain **five** benefits that an organization may derive from recruiting employees through the Internet. (10 marks)

   (b) Highlight **five** qualities that a human resource manager is expected to possess. (10 marks)

5. (a) Highlight **four** measures that the management of an organization may take to prepare employees for retrenchment. (8 marks)

   (b) Describe the procedure that should be followed when inducting new employees in an organization. (12 marks)

6. (a) Give **five** reasons that may make it necessary for an organization to fill vacant job positions with employees from internal sources. (10 marks)

   (b) Explain **five** ways in which the information obtained from job description may be useful to a human resource manager. (10 marks)

7. (a) Outline **five** factors that should be considered when designing a human resource records system in an organization. (10 marks)

   (b) Give **five** reasons that make it necessary for organizations to select new employees through the use of interviews. (10 marks)