

2906/304

**HUMAN RESOURCE MANAGEMENT**

**July 2016**

**Time: 3 hours**



**THE KENYA NATIONAL EXAMINATIONS COUNCIL**

**DIPLOMA IN BUSINESS MANAGEMENT  
MODULE III**

**HUMAN RESOURCE MANAGEMENT**

**3 hours**

**INSTRUCTIONS TO CANDIDATES**

*This paper consists of SEVEN questions.*

*Answer any FIVE questions.*

*All questions carry equal marks.*

*Write your answers in the answer booklet provided.*

*Candidates should answer the questions in English.*

**This paper consists of 2 printed pages.**

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

©2016 The Kenya National Examinations Council.

**Turn over**

1. (a) Highlight **five** reasons that may contribute to the failure of an employee performance appraisal exercise to meet its intended objectives. (10 marks)
- (b) Explain the importance of an employee training policy in an organization. (10 marks)
2. (a) Highlight **five** obligations of an employer to an employee when the employee is being summarily dismissed from service. (10 marks)
- (b) Explain **five** reasons that make it necessary to carry out HIV and AIDS awareness campaigns in organizations. (10 marks)
3. (a) Outline **five** principles of scientific management as developed by Fredrick Taylor that are applicable to human resource management practice. (10 marks)
- (b) Highlight **five** internal sources from which an organization may obtain information to forecast its human resource needs. (10 marks)
4. (a) Outline **five** benefits that an organization may derive from using the time-rate method to remunerate its employees. (10 marks)
- (b) Highlight **five** limitations of computerizing human resource records in an organization. (10 marks)
5. (a) Highlight **five** challenges that a human resource manager may face during the recruitment of employees in organization. (10 marks)
- (b) Explain **five** factors that may lead to inappropriate employee placement in an organization. (10 marks)
6. (a) Highlight **five** ways in which the National Industrial Training Authority (NITA) may facilitate the achievement of Kenya industrialization goals by the year 2030. (10 marks)
- (b) Explain **five** consequences of using a poorly formulated employee selection programme in an organization. (10 marks)
7. (a) Explain **five** uses of the information derived from a job analysis exercise in an organization. (10 marks)
- (b) Explain **five** measures that the Government of Kenya should take to ensure that the medical cover it has established for its employees meets the intended purpose. (10 marks)

**THIS IS THE LAST PRINTED PAGE.**