

- ✓ 1. (a) Highlight **five** methods that a human resource manager may use to evaluate the effectiveness of an employee training programme. (10 marks)
- (b) ✓ Outline **five** items that should be included in a new employee's letter of appointment. (10 marks)
- ✗ 2. (a) ✗ Highlight **five** circumstances under which an organization may find it appropriate to use the time rate method of employee remuneration. (10 marks)
- (b) ✓ Explain **five scientific** management principles as advocated by Fredrick Taylor that may apply to human resource management practice. (10 marks)
- ✗ 3. (a) ✗ Explain **five** management related factors that may lead to failure of a staff appraisal programme in an organization. (10 marks)
- (b) ✗ There are certain sources from which human resource policies may be derived. Highlight **five** such sources. (10 marks)
- ✓ 4. (a) Explain **five** factors that may lead to poor implementation of human resource plans in an organization. (10 marks)
- (b) Outline **five** consequences of poor placement of employees in an organization. (10 marks)
- ✓ 5. (a) ✓ The management of Keso Ltd is in the process of computerizing its human resource records. Highlight **five** challenges that the organization may face in undertaking the process. (10 marks)
- (b) ✓ Explain **five** factors that may lead to the retirement of an employee. (10 marks)
6. (a) Explain **five** measures that a government may take to ensure that people with special needs are employed without discrimination. (10 marks)
- (b) Highlight **five** factors that may necessitate frequent recruitment of employees in an organization. (10 marks)
7. (a) Explain **five** benefits that an organization may derive from having an effective induction programme for new employees. (10 marks)
- (b) Give **five** reasons that may cause the management of an organization to dismiss an employee without notice. (10 marks)

HR plans  
 Hire - Interview - Right ppl  
 Hire - Skills

letter of app  
 employment -

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working conditions