

2908/101
FOUNDATIONS OF HUMAN RESOURCE
MANAGEMENT
July 2018
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN HUMAN RESOURCE MANAGEMENT

MODULE I

FOUNDATIONS OF 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.

1. (a) Explain **six** factors that a human resource manager should consider when setting up a human resource record keeping system. (12 marks)
- (b) Outline **four** roles of a human resource manager in employee recruitment process. (8 marks)
2. (a) Explain **five** consequences of a poor employee selection programme in an organization. (10 marks)
- (b) Explain **five** reasons of evaluating human resource plans in an organisation. (10 marks)
3. (a) Highlight **five** differences between personnel management and human resource management. (10 marks)
- (b) Explain **five** benefits that an organization may get from filling vacant positions from internal sources. (10 marks)
4. (a) Explain **five** limitations of using television as a means of advertising jobs. (10 marks)
- (b) Highlight **five** sources of Human Resources Policies in an organisation. (10 marks)
5. (a) Explain **five** benefits that a new employee may derive from an induction training programme. (10 marks)
- (b) Outline **five** challenges that a human resource manager may face when using the diary method of job analysis. (10 marks)
6. (a) Highlight **six** types of information that a human resource manager should include in a job specification document. (12 marks)
- (b) Outline **four** ways of dealing with non-active human resource records. (8 marks)
7. (a) Explain **five** guidelines that should be followed when conducting a selection interview to ensure that it is effective. (10 marks)
- (b) Explain **five** benefits that may accrue to an organisation that carries out human resource planning. (10 marks)

THIS IS THE LAST PRINTED PAGE.