

**041306T4HRM**

**HUMAN RESOURCE MANAGEMENT LEVEL 6**

**HRM/OS/BUS/CR/01/6/A**

**Initiate Employee Resourcing**

**July/August 2024**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL (TVET CDACC)**

**WRITTEN ASSESSMENT**

**Time: 3 Hours**

**INSTRUCTIONS TO CANDIDATES**

1. This paper has **Two** sections **A** and **B**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

**This paper consists of 4 printed pages**

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

**SECTION A (40 MARKS)**

**Answer all questions in this section**

1. The human resource manager at Zemko Limited has chosen the management judgement method to forecast demand for human resources in the organization. Outline **four** shortcomings associated with this method. (4 Marks)
2. Kaki limited lays a lot of emphasis on person-organization fit when hiring staff. Outline **four** benefits that Kaki may derive from this practice. (4 Marks)
3. Tango limited has just concluded a human resource planning exercise. Outline **four** objectives that this exercise may have aimed to achieve. (4 Marks)
4. In implementing a succession plan, an organization is likely to face certain challenges. Identify **four** likely challenges. (4 Marks)
5. Kenzo Limited has always filled its vacant positions using existing staff. As a human resource professional, advise the management on **four** dangers of this practice.(4 Marks)
6. Tendawili Limited intends to conduct a job analysis exercise. Outline **four** methods of collecting data to for this exercise. (4 Marks)
7. An induction exercise is an important component of employee onboarding. Outline **four** consequences that an employee may face as a result of missing this exercise. (4 Marks)
8. The human resource manager at Manah Limited is busy making preparations for scheduled job interviews in the organization. Outline **four** preparations the manager could be making. (4 Marks)
9. Possy Limited wishes to design job advertisements for its newly created positions. Outline **four** types of information that should be included. (4 Marks)
10. Human resource planning exercise at Motyl limited has revealed a need to fill a top level position and the human resource manager has settled for head hunting source of recruitment. Give **four** reasons that may have guided this decision. (4 Marks)

**SECTION B (60 Marks)**

**Candidates to answer question 11 and any other TWO questions in this section.**

**Candidates to read the case study below and use it to answer question 11**

**JUICY JUICE LIMITED (JIL)**

Juicy juice limited (JIL) is a fruit juice processing firm located in the outskirts of Nairobi city. It was established five years ago by Grace and Gladwel; the twin daughters of a famous politician in the country. The proprietors had just completed their college education and decided to actualize their childhood dream of becoming great entrepreneurs in the region. The business kicked off well as their father had promised to finance them hence they had no financial challenges. The initial workforce comprised of the two proprietors and five others from among their former class mates. With a readily available market in the expansive Nairobi region and its environs, demand quickly outgrew supply and there was need to expand. This obviously called for additional workforce.

From their business lessons back in college, the proprietors knew too well that a business is as good as its employees. They therefore did not take chances as all they wanted was to succeed. Having no or limited knowledge on recruitment and employee onboarding processes, they sought the services of a recruitment agency to carry out this very crucial exercise. This is how Best Hirers Recruitment agency came on board. The agency started by carrying out an elaborate analysis of all possible Jobs at JIL. In a procedural manner and with extreme precision all necessary activities relating to the filling of vacant positions were carried out and within no time Juicy Juice limited had the right number of employees with right knowledge and skills to propel the business to the envisioned destination.

**Required**

11. (a) Identify **five** challenges associated with the initial source of recruitment adopted by the proprietors at Juicy Juice limited. (10 Marks)
- (b) The recruitment agency carried out job analysis at Juicy Juice Limited. Describe **five** steps that the agency followed in carrying out the exercise. (10 Marks)
12. (a) Human resource plans in an organization requires effective monitoring and control in order to achieve their intended purpose. Highlight **five** measures that a human resource manager should take in order to achieve the plans. (10 Marks)
- (b) A human resource consultant has advised Mambo Sawa limited on the need for a job analysis exercise. Explain **five** uses of the information obtained from this exercise.

(10 Marks)

13. (a) Merish Limited intends to conduct employment interviews and the human resource manager is in the process of constituting an interview panel. Identify **five** skills that one should possess in order to become a panelist. (10 Marks)

(b) The human resource manager at Wendo Limited is in the process of preparing human resource planning objectives. Explain **five** qualities that the objectives should meet in order to be considered appropriate. (10 Marks)

14. (a) The Human Resource manager in your organization is scheduled to carry out an induction training for the newly recruited staff and has requested you to prepare a presentation on the same. Highlight **five** areas that you would cover in the presentation. (10 Marks)

(10 Marks)

(b) Newly recruited employees at Wextom Limited are assigned tasks without due regard for their qualifications. Explain **five** challenges that the organization may face as a result of this practice. (10 Marks)

(10 Marks)