**PERSONNEL MANAGEMENT (DBM05)**

**FIRST DRAFT**

**2020/2021**

**QUESTION ONE (COMPULSORY)**

1. Define the following terms.

i. Personnel management. (2 Marks)

ii. Job Analysis (2 Marks)

iii. Job description (2 Marks)

iv. Job Specification (2 Marks)

v. Recruitment (2 Marks)

1. Distinguish between the following as used in HRM by giving examples in each case.
   1. Job description and job specification. (2 Marks)
   2. Job enrichment and job enlargement. (**2 Marks)**
2. Determine six important principles of job evaluation. (**6 Marks)**
3. Explain the five objectives of personnel management. (10 Marks)

**QUESTION TWO**

1. Job analysis is necessity in Personnel Management. As a Personnel Manager critically determine the importance of this activity. (**10 Marks)**
2. Discuss the role Information Technology in HRM in organizations today. (**5 Marks)**
3. Highlight five purpose of recruitment. (5 Marks)

**QUESTION THREE**

1. Job description is the extensive discussion of objectives, scope, duties and responsibilities of a specific job. Discuss. (5 Marks)
2. Arte has been appointed as the head of the HR department in Garissa University. He would like to punish an errant employee. Clearly explain the procedure he should use.

(10 Marks)

1. Discuss the benefit of outsourcing personnel’s in an organization. (5 Marks)

**QUESTION FOUR**

1. Explain the factors influencing the wage and salary structures of an organization.

**(10 marks)**

1. Explain the procedures involved in the comparison or point as method of job evaluations

(5 Marks)

1. State the importance induction and training at the work place. **(5 marks)**

**QUESTION FIVE**

a) Describe the roles of personnel manager in an organization (10 Marks)

b) Explain the objectives of personnel management  **(**5 Marks)

c) Outline five benefit of good selection. (5 Marks)