**HUMAN RESOURCING EXAM DRAFT**

**MAIN EXAM**

**CODE: BBM 361**

**QUESTION ONE**

Suppose you are manager of newly founded organization and you like to hire/recruit manpower for smooth running of day to day activities of organization, draft advertisement POSTERS inviting potential candidates to apply for vacancies in following areas

A

1. Assistant human resource office (5marks)
2. Clerk (5marks)
3. Fleet controller (5marks)
4. Security officer (5marks)

B .Explain different types of interviews (5marks)

**QUESTION TWO**

1. Explain factors limiting effective staffing/recruitment practice (5marks)
2. Describe the main difference between centralized and decentralized recruitment ( 7marks)
3. Explain the term job analysis ( 3marks)

**QUESTION THREE**

1. Explain the advantages and disadvantages of various selection tests and interviews. (5marks)
2. Explain main causes of absence of duties as analyzed by Huczynski and Fitzpatrick (1989) (6marks)
3. Write short notes on the following in relation to Human resource
4. Job specification (2marks)
5. Job description (2marks)

**QUESTION FOUR**

1. Discuss main Errors common in an interview at time of selecting manpower (6marks)
2. Explain internal recruitment and external recruitment in recruiting human resource (4marks)
3. Describe Disadvantages of Centralized Recruitment in manpower sourcing (5mark**) QUESTION FIVE**
4. Discuss the advantages of internal recruitment (6marks)
5. Explain factors to consider when choosing a media of advertising job vacancy (9marks)

**QUESTION SIX**

* 1. Explain importance of manpower planning in human resourcing (7marks)
  2. Describe stages in human resourcing planning (8marks)