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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2020/2021 ACADEMIC YEAR TWO**

**SECOND SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 214**

**COURSE TITLE: HUMAN RESOURCE MANAGEMENT**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 01/04/2021 TIME: 3.00-5.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE (5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR (4) questions**
* **Use sketch diagrams to illustrate your answer whenever necessary**
* **Do not carry mobile phones or any other written materials in examination room**
* **Do not write on this paper**

**This paper consists of TWO (2) printed pages *please turn over***

**QUESTION ONE (COMPULSORY)**

1. Discuss five key objectives of Human Resource Management [10 marks]
2. Explain five advantages that come with recruiting employees internally from the organization [10 marks]
3. Explain five factors that have increased the demand for human resource planning in organization [10 marks]

**QUESTION TWO**

1. Discuss the methods of recruitment and Selection that a Human Resource Manager can use to acquire potential employees for the organization. [10 marks]
2. Explain how the following selection methods works/operates in interviewing candidates
3. Individual interviews [2 marks]
4. Interviewing panels [2 marks]
5. Selections boards or panels [2 marks]
6. Assessment centers [2 marks]
7. Recruitment consultants [2 marks]

**QUESTION THREE**

1. (i) Define the concept induction or orientation. [2 marks]

(ii) Explain the objectives of induction /orientation programme to an organization [8 marks]

1. (i) Explain briefly the contents of an induction programme [5 marks]

(ii) Highlight the advantages of a formal induction/orientation of an employee in organizations [5 marks]

**QUESTION FOUR**

1. Describe six roles of a Human Resource Manager in an organization. [12 marks]
2. Highlight eight ways in which Human Resource professionals can contribute towards making organizations competitive. [8 marks]

**QUESTION FIVE**

1. State five process of recruitment in an organization [5 marks]
2. Describe any five reasons why Human Resource planning is important in organization.

[5 marks]

1. Discuss the differences and similarities between Human Resource Manager and Personnel Manager. [10 marks]