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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
DIPLOMA IN BUSINESS ADMINISTRATION
DHR 1103: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Date:
Time:

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Induction is aimed at reducing the cost and inconvenience of early leavers given that employees are far more likely to resign during their first months after joining the organization. Identify the benefits of conducting employee induction. (6 Marks)
- b) Highlight the features of a sound Human Resource Policies. (6 Marks)
- c) Outline the benefits an organization can enjoy for establishing and maintaining accurate Human Resource records. (6 Marks)
- d) Explain the various sources of candidates for a recruitment exercise. (6 Marks)
- e) Describe the three methods of employee selection. (6 Marks)

QUESTION TWO (20 MARKS)

- a) Describe the various types of employee mobility in an organization. (6 Marks)
- b) Give reasons why technology is important in the management of human resource records. (8 Marks)
- c) Explain the fundamental principles that should be considered during employee placement. (6 Marks)

QUESTION THREE (20 MARKS)

- a) Explain the managerial functions of Human Resource Department. (8 Marks)
- b) Give reasons why human resource planning is an important function to an organization. (6 Marks)
- c) Describe the areas covered when formulating a job specification. (6 Marks)

QUESTION FOUR (20 MARKS)

- a) Describe the factors affecting employee compensation. (6 Marks)
- b) Using a diagram, explain the process of Human Resource planning. (8 Marks)
- c) Give reasons why employers may consider to fill in vacant positions internally. (6 Marks)

QUESTION FIVE (20 MARKS)

- a) The effectiveness and efficiency of an organization is dependent on the employee performance. Explain five benefits of establishing and maintaining a good appraisal system. (10 Marks)
- b) Examine the various methods of employee separation. (10 Marks)