



Kasarani Campus  
Off Thika Road  
Tel. 2042692 / 3  
P. O. Box 49274, 00100  
NAIROBI  
Westlands Campus  
Pamstech House  
Woodvale Grove  
Tel. 4442212  
Fax: 4444175

**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR**  
**FIRST YEAR, FIRST SEMESTER EXAMINATION**  
**FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT**  
**DHR 1103- FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

Date: 8<sup>TH</sup> DECEMBER, 2022  
Time: 8:30am-10:30am

**INSTRUCTIONS TO CANDIDATES**

**ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE (30 MARKS)**

- a) You have been requested as the Human resource professional to develop a policy for one of the small organizations in your area. Examine the sources you will consider before coming up with the policy. (5Marks)
- b) Using examples, discuss the various types of employee separation. (5 Marks)
- c) Identify the benefits of orientation exercise to an organization. (5 Marks)
- d) Examine the features of a good record management system. (5 Marks)
- e) Explain the Kirkpatrick model of evaluating a training program. (5Marks)
- f) Highlight the benefits of technology in human resource management. (5Marks)

**QUESTION TWO (20 MARKS)**

- a) The job description describes the job in terms of its duties, responsibilities and purpose. It sets the parameters of the job, by covering all of the requirements. Explain the key elements of a job description. (10Marks)
- b) Performance Appraisal enables an organization to maintain individuals and group development by informing employees of their performance. Discuss the importance of conducting a performance appraisal in the organization. (10Marks)

**QUESTION THREE (20 MARKS)**

- a) Employee reward is one of the ways of maintaining and retaining good employees. Discuss the factors influencing compensation of employees (6Marks)
- b) Planning is a function that precedes any other management function. Examine the benefits of human resource planning in an organization (6Marks)
- c) Evaluate the contemporary issues in human resource management (8 Marks)

#### **QUESTION FOUR (20 MARKS)**

- a) Every successful organization has an established record keeping system. Describe the importance of human resource records (10Marks)
- b) Carrying out Job analysis is an effective way of understanding jobs in an organization. Discuss ways of obtaining job analysis data (10 Marks)

#### **QUESTION FIVE (20 MARKS)**

- a) Organizations strive to employ the most suitable employees. Discuss the various sources of recruitment used by an organization (8 Marks)
- b) Training is the process of increasing the knowledge and skills of an employee for doing particular jobs. Discuss the various types of employee training (6Marks)
- c) As a human resource management student, examine the objectives of human resource management in organizations today (6 Marks)