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**KIRIRI WOMEN'S UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2023/2024 ACADEMIC YEAR
FIRST YEAR, FIRST SEMESTER EXAMINATION
FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DHR 1103: FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT**

Date: 10TH AUGUST 2023

Time: 8:30AM-10:30AM

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- You have been identified as the Human resource professional to develop a policy for one of the small organizations in your area. Examine the features of a sound human resource policy. (6 Marks)
- Using examples, discuss the various types of internal employee mobility. (6 Marks)
- Staffing is a major function of Human Resource Department. Use relevant examples to illustrate the components of staffing. (6 Marks)
- Identify the benefits of orientation exercise to an organization. (6 Marks)
- Proper Employee Placement is essential for the smooth running of organizations. Explain the principles of employee Placement. (6 Marks)

QUESTION TWO (20 MARKS)

- 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. (8 Marks)
- 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. (6 Marks)
- Using an examples, explain why employees are considered the most valuable asset in the organization. (6 Marks)

QUESTION THREE (20 MARKS)

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

QUESTION FOUR (20 MARKS)

- Members of staff in your organization have raised concern over the frequent misplacement of employee records in the Human Resource Department. As a Human Resource Officer, explain ways in which Human Resource Information Systems would be a solution to the problem. (6 Marks)
- Carrying out Job analysis is an effective way of understanding jobs in an organization. Discuss ways of obtaining job analysis data. (8 Marks)
- Explain how employee turnover can affect productivity of an organization. (6 Marks)

QUESTION FIVE (20 MARKS)

- Training is the process of increasing the knowledge and skills of an employee for doing particular jobs. Explain any two types of employee training. (6 Marks)

- b) Organizations strive to employ the most suitable employees. Explain the employee selection process. (8 Marks)
- c) Explain any three employee separation methods. (6 Marks)