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University Examinations 2023/2024

FIRST YEAR SECOND SEMESTER EXAMINATIONS FOR DIPLOMA IN HUMAN RESOURCE MANAGEMENT

HRM/CU/BUS/CR/01/6: EMPLOYEE RESOURCE

DATE: APRIL 2024

TIME: 2 HOURS

INSTRUCTIONS:

- (i) This paper has two sections A and B
 - (ii) You are provided with a separate answer booklet.
 - (iii) Marks for each question are as indicated.
 - (iv) Do not write on the question paper.
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QUESTION ONE (40 MARKS)

SECTION A

1. List three objective of employee resourcing. (4 marks)
 2. State four employee resourcing activities. (4 marks)
 3. Identify three characteristics of Human Resource Planning. (3 marks)
 4. Outline the two main contents of job analysis. (2 marks)
 5. Highlight five guidelines for making Human Resource Planning effective. (5 marks)
 6. State the two main forecasting done during Human Resource Planning. (2 marks)
 7. Identify five objectives of job analysis. (3 marks)
 8. State the two main sources of recruitment. (2 marks)
 9. List five benefits of the selection process. (5 marks)
 10. Identify five causes of labour turnover. (5 marks)
 11. Highlight four advantages of exit interviews. (4 marks)
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QUESTION TWO (60 MARKS)

SECTION B-Answer any THREE question

12. A). Discuss five benefits of external recruitment to an organization. (10 marks)
- b). Explain five challenges that you are likely to encounter during Human Resource planning. (10 marks)
13. a). Discuss five principles of an effective job advert. (10 marks)
- b). Explain five effects of labour turnover to organization. (10 marks)
14. a). Discuss five contents of a job description. (10 marks)
- b). Explain five factors affecting recruitment in Kenya. (10 marks)
15. a). Discuss five tools of employee selection. (10 marks)
- b). Explain five benefits of formal induction. (10 marks)