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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2017/2018 ACADEMIC YEAR
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DHR 1103- FUNDAMENTALS OF HUMAN RESOURCE

Date: 15th August 2018
Time: 11.00Am- 1.00Pm

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) Discuss employee induction process (6 Marks)
- b) Describe the importance of HRM's in organization (8 Marks)
- c) Highlight techniques of forecasting HR needs in HRP. Discuss challenges in HRP (8 Marks)
- d) Define the following terms as used in HRP/HRM
 - i) Job analysis (2 Marks)
 - ii) Recruitment and selection (2 Marks)
 - iii) Placement and induction (2 Marks)
 - iv) Employee performance appraisal (2 Marks)

QUESTION TWO (20 MARKS)

- a) Describe available methods of conducting job analysis in an organisation (8 Marks)
- b) Discuss the steps of recruitment process (7 Marks)
- c) Describe methods of employee selection (7 Marks)

QUESTION THREE (20 MARKS)

- a) Discuss the process of formulating Human resource policy (8 Marks)
- b) Explain the importance of employee placement. (7 Marks)
- c) Discuss briefly methods of conducting employee performance appraisal. (7 Marks)

QUESTION FOUR (20 MARKS)

- a) Explain factors that determine the levels of employee compensation (8 Marks)
- b) What are the most common methods of employee training in an organization (7 Marks)
- c) Explain the direct, indirect and third party methods of recruitment. (7 Marks)

QUESTION FIVE (20 MARKS)

- a) Describe the importance of HRM's in organization (8 Marks)
- b) Explain the importance of job analysis (8 Marks)
- c) Discuss the importance of maintaining human resource records (7 Marks)