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KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY
UNIVERSITY EXAMINATION, 2018/2019 ACADEMIC YEAR
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
DHR 1103- FUNDAMENTALS OF HUMAN RESOURCE MANAGEMENT

Date: 14th April, 2018
Time: 8.30Am- 10.30 Am

INSTRUCTIONS TO CANDIDATES

ANSWER QUESTION ONE (COMPULSORY) AND ANY OTHER TWO QUESTIONS

QUESTION ONE (30 MARKS)

- a) State the features of a sound personnel policy (8Marks)
- b) Outline the main functions of a human resource manager (8Marks)
- c) What is the importance of a job analysis (6 Marks)
- d) What is the importance of human resource records (8Marks)

QUESTION TWO (20 MARKS)

- a) Explain the term training (2 Marks)
- b) Briefly explain the advantages and disadvantages of job rotation method of training (8 Marks)
- c) Discuss the various sources of recruitment used by an organization (10 Marks)

QUESTION THREE (20 MARKS)

- a) What are the factors influencing compensation of employees (10 Marks)
- b) Highlight the benefits of human resource planning in an organization (10 Marks)

QUESTION FOUR (20 MARKS)

- a) Discuss the importance of conducting a performance appraisal in the organization (10Marks)
- b) Highlight 10 sources and origins of personnel policies (10 Marks)

QUESTION FIVE (20 MARKS)

- a) Discuss the key causes job dissatisfaction (10 Marks)
- b) Discuss cases where no notice or compensation is required during termination of employment (10 Marks)