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**KIRIRI WOMENS' UNIVERSITY OF SCIENCE AND TECHNOLOGY  
UNIVERSITY EXAMINATION, 2022/2023 ACADEMIC YEAR  
FOR THE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT  
CHR 107 - INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

Date: April, 2022.

Time: 11.00 am-

**INSTRUCTIONS TO CANDIDATES**

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

**QUESTION ONE (30 MARKS)**

- a) Highlight any four evolution stages of human resource management. (6 Marks)
- b) Explain the importance of human resource policy to an organization. (6 Marks)
- c) State the challenges of human resource planning. (6 Marks)
- d) Explain the factors that determine the levels of employee compensation. (6 Marks)
- e) Highlight emerging issues and trends in human resource policy documentation (6 Marks)

**QUESTION TWO (20 MARKS)**

- a) Explain managerial functions of human resource management. (8 Marks)
- b) Describe the factors to consider when formulating human resource policy (8 Marks)
- c) Describe challenges in human resource planning. (4 Marks)

**QUESTION THREE (20 MARKS)**

- a) Explain the challenges of employee recruitment. (6 Marks)
- b) Explain the methods of training employees. (8 Marks)
- c) Highlight process of employee induction. (6Marks)

**QUESTION FOUR (20 MARKS)**

- a) Discuss the external sources of candidates for recruitment. (6 Marks)
- b) Describe the techniques of forecasting human resource needs. (6 Marks)
- c) Highlight methods of conducting job analysis. (8 Marks)

**QUESTION FIVE (20 MARKS)**

- a) Explain the importance of human resource management information systems. (8 Marks)
- b) Explain the importance of job analysis. (6 Marks)
- c) Highlight process used in performance appraisal. (6 Marks)