



## MERU UNIVERSITY COLLEGE OF SCIENCE & TECHNOLOGY

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### University Examinations 2012/2013

FIRST YEAR, FIRST SEMESTER EXAMINATIONS FOR CERTIFICATE/ DIPLOMA IN  
BUSINESS ADMINISTRATION

**HDC 0101: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

**DATE: AUGUST 2012**

**TIME: 1½HOURS**

**INSTRUCTIONS:** Answer question one and any other *two* questions

#### QUESTION ONE – (30 MARKS)

- (a) Define the following functions of Human Resource Management.
- (i) Procurement
  - (ii) Development
  - (iii) Remuneration
  - (iv) Maintenance
  - (v) Integration
- (b) Give five advantages of training. (5 Marks)
- (c) How is management development different from employee. (5Marks)
- (d) List five motivation theories in Human Resource Management. (5 Marks)
- (e) Identify five external sources of recruitment used by a modern organization.(5 Marks)

#### QUESTION TWO

- (a) Enumerate five causes of labour turnover and suggest the measures that can be adopted to control it. (10 Marks)
- (b) Explain clearly the difference between recruitment and selection. (10 marks)

#### QUESTION THREE

- (a) Executive are paid a higher salary than any other employee in the organization. Discuss. (10 Marks)
- (b) State the meaning and the importance of the following terms in Job analysis.
- (i) Job design (2 marks)
  - (ii) Job enlargement (2 marks)
  - (iii) Job enrichment (2 marks)

- (iv) Job rotation ( 2 marks)
- (v) Job specification ( 2 marks)

#### **QUESTION FOUR**

- (a) Define manpower planning. (2 marks)
- (b) Discuss in detail how manpower planning proceeds.. (18 Marks)

#### **QUESTION FIVE**

- (a) Define personality and explain different ways of measuring it. ( 10 marks)
- (b) What are attitudes and why is employee attitude important in any organization. ( 10 marks)