

END OF SEMESTER EXAMINATION APRIL-2016

EXAMINATION FOR THE DEGREE OF BACHELOR OF CO-OPERATIVE
BUSINESS (YR I SEM II)

UNIT CODE: HCOB 2111

UNIT TITLE: HUMAN RESOURCE MANAGEMENT I

DATE: 14TH APRIL, 2016

TIME: 9.00 A.M. – 11. 00 A.M.

INSTRUCTIONS:

- Answer question **ONE** (compulsory) and any other **TWO** questions

QUESTION ONE

- One of the responsibilities of the Human Resource Department is to develop job descriptions for the various categories of staff in the organization. Design a job description for a typical Human Resource Manager. (10 marks)
- State and briefly explain five ways an employee can exit from an organization (5 marks)
- Briefly explain differences between Personnel Management and HRM. (5 marks)
- As a human resource expert, briefly state the benefits of why employees should undergo training and development. (5 marks)
- State five (5) obligations of the employer in regards to employee safety. According to The Occupational Safety and Health Act, No. 15 of 2007 OSHA, 2007, (5 marks)

QUESTION TWO

- As a human resource manager, why would you advise the management to use the internal source of recruitment as opposed to the external source of recruitment? (10 marks)
- Discuss five challenges a human resource manager is most likely to face in the modern economy? (10 marks)

QUESTION THREE

- Discuss the techniques used in forecasting of human resource (10 marks)
- Why should a HR manager carry out performance appraisal? (10 marks)

QUESTION FOUR

- Omboto and Company Ltd., a new establishment has contracted you as a Human Resource specialist to advise the firm on the factors it needs to consider when determining compensation levels. State and briefly explain five factors the firm can consider (10marks)
- Briefly Explain the tasks involved in staffing as a function of management (10 marks)

QUESTION FIVE

- Black Charcoal Ltd is incurring a lot of expenses in treating stress-related problems of its staff. The Chief Executive Officer has asked the Human Resource Manager to draw up activities to address the problem. Briefly explain five activities the HR Manager may consider. (10 marks)
- If disputes are not handled well in an organization, they can lead to industrial actions. State and briefly discuss five (5) forms of industrial action (10 marks)