

MAASAI MARA UNIVERSITY

**REGULAR UNIVERSITY EXAMINATIONS 2015/2016 ACADEMIC YEAR**

**SECOND YEAR FIRST SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS**

**BACHELOR OF SCIENCE IN HUMAN RESOURCE MANAGEMENT**

**COURSE CODE: BHR 206**

**COURSE TITLE: RECRUITMENT SELECTION AND                                  PLACEMENT**

**DATE: 12TH MAY 2016 TIME: 8.30 – 10.30AM**

**INSTRUCTIONS TO CANDIDATES**

Question ONE is compulsory

Answer any other THREE questions

1. (a) Explain the importance of a Job analysis and the uses of job analysis information. **(15 marks**)

(b) Explain the role of application forms and letters of application in the selection process. **(10 marks)**

1. (a) Explain the importance of a training needs analysis (TNA).  **(10 marks)**

(b) Briefly discuss the aims of interviews in the selection process **(5 marks)**

1. (a) Discuss the recruitment and selection stages. **(10 marks)**

(b) “Internal recruitment has certain distinct advantages compared to external recruitment” Justify this statement. **(5 marks)**

1. Explain the various kinds of training. **(15 marks)**
2. (a) Justify the need for Job design for an organization intent on optimum utilization of its workforce. **(10 marks)**

(b) State the factors that affect succession planning. **(5 marks)**

**…END…**