

 W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

 **UNIVERSITY EXAMINATIONS 2014/2015**

**YEAR II SEMESTER I EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMERCE AND YEAR II SEMESTER II DEGREE OF BACHELOR OF INFORMATION TECHNOLOGY**

**HBC 2204/HP 2109: PRINCIPLES OF HUMAN RESOURCE MANAGEMENT/ HUMAN RESOURCE MANAGEMENT**

**DATE: AUGUST 2015 TIME: 2 HOURS**

**INSTRUCTIONS:**

**QUESTION ONE (COMPULSORY) 30 MARKS**

1. The Human Resource Manager is responsible for strengthening the employer employee relationship. From the above statement, outline the functions of Human resource Manager. [12 marks]
2. Job specification is derived from Job analysis. Outline the components of a job specification. [6 marks]
3. Employee selection process is a critical component of a successful organization. Name and explain the employee selection process. [12 marks]

**QUESTION TWO**

1. When employees understand the Human Resource processes, they fell comfortable and satisfaction level increases. Explain the main Human Resource processes. [15 marks]
2. What is the purpose of orientation? [5 marks]

**QUESTION THREE**

1. What is the significance of placement? [5 marks]
2. Why should organization conduct employee exit interview? [5 marks]
3. Name and explain the advantages of having job descriptions in an organization. [10 marks]

**QUESTION FOUR**

The Modern organizations finds it necessary to carry out exit interviews so as to help them know the reasons of the employees exit. From the above statement, what are the steps to follow so as to conduct an effective exit interview? Discuss [20 marks]

**QUESTION FIVE**

1. Explain what you understand by the term employee relations? [3 marks]
2. What is the best way a Human Resource Manager can help improve employee relations? [14 marks]
3. Explain what you understand by the term compensation and benefit. [3 marks]