

 W1-2-60-1-6

**JOMO KENYATTA UNIVERSITY**

**OF**

**AGRICULTURE AND TECHNOLOGY**

**UNIVERSITY EXAMINATIONS 2014/2015**

**SECOND YEAR FIRST/SECOND SEMESTER EXAMINATION**

**FOR THE DEGREE OF BACHELOR OF COMMERCE/BUSINESS INFORMATION TECHNOLOGY**

**HBC 2204: HUMAN RESOURCE MANAGEMENT**

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

**INSTRUCTIONS: ANSWER QUESTION ONE AND ANY OTHER TWO QUESTIONS**

**QUESTION ONE**

1. Explain Human Resource Management and discuss how

it relates to the management process of an organization. [10 marks]

1. Define Human Resource Planning and discuss its importance

in today’s global competitive market. [10 marks]

1. Discuss the following terms in relation to collective

Bargaining Agreements: [10 marks]

1. Substantive agreements
2. Distributive bargaining
3. Procedural agreements
4. Integrative deal

**QUESTION TWO**

1. What are the main reasons why individual workers

join a trade union? [5 marks]

1. i) Describe the process of establishing a pay structure

 suitable to a business organization. [5 marks]

ii) Explain FOUR benefits of doing a job analysis in

 organization. [10 marks]

**QUESTION THREE**

1. Describe FOUR methods used by organizations in doing a

job evaluation. [10 marks]

1. Explain FIVE reasons organizations must moderate training

and developments of their employees. [10 marks]

**QUESTION FOUR**

1. Companies do recruitment in order to locate and attract

potential employees to apply for available jobs. Explain

THREE alternative methods to recruitment. [10 marks]

1. Central Organization of Trade Unions of Kenya (COTU)

has several functions. Discuss. [10 marks]

**QUESTION FIVE**

1. Discipline is a necessary action by Management to ensure

individual employees follow established rules and procedures.

Discuss FIVE ways/basic rules that can help reduce resistance

to disciplinary actions. [10 marks]

1. Explain why it is necessary to have THREE parties in

labour relations issues. [10 marks]