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**University Examinations 2015/2016**

SECOND YEAR FIRST SEMESTER EXAMINATION FOR DIPLOMA IN PURCHASING AND SUPPLIES MANAGEMENT

**BFD 2208: PRINCIPLES AND PRACTICES OF HUMAN RESOURCE MANAGEMENT**

**DATE: NOVEMBER 2015 TIME: 11/2 HOURS**

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

**QUESTION ONE (30 MARKS)**

1. Define the following terms as used in Human Resource Management:
2. Human Resource Management.
3. Performance appraisal.
4. Departmentalization.
5. Training.
6. Recruitment. (10 Marks)
7. “Human Resource department is of great importance to an organization.” Discuss. (10 Marks)
8. Explain three basis through which departmentalization may be done in an organization. (6 Marks)
9. Highlight four reasons why you would deliberately emphasis on internal recruitment as a Human Resource Manager. (4 Marks)

**QUESTION TWO (20 MARKS)**

1. “Training and development is crucial to an organization.” Discuss this statement. (10 Marks)
2. Discuss your role as an employee in relation to an organizational health and safety. (10 Marks)

**QUESTION THREE (20 MARKS)**

1. Explain the reasons why you would opt for external recruitment over internal recruitment. (10 Marks)
2. “Performance appraisal is of great importance to an organization”. Explain this statement (10 Marks)

**QUESTION FOUR (20 MARKS)**

1. Explain at least five reasons for motivating employees in an organization. (10 Marks)
2. Discuss the importance of labour laws in a Nation. (10 Marks)

**QUESTION FIVE (20 MARKS)**

Discuss the two main techniques of employees training and development. (20 Marks)