



**The Co-operative University College of Kenya**  
(A Constituent College of Jomo Kenyatta University of Agriculture & Technology)

**END OF SEMESTER EXAMINATIONS APRIL - 2015**

**EXAMINATIONS FOR BACHELOR OF CO-OPERATIVE BUSINESS YEAR III**  
**SEMESTER II**

**UNIT CODE: HCOB 2334**

**UNIT TITLE: EMPLOYEE RESOURCING**

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

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**INSTRUCTIONS:**

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

**QUESTION ONE**

- a) Define the following terms as used in job analysis
  - i. Duty (2 Marks)
  - ii. Position (2 Marks)
  - iii. Job (2 Marks)
  - iv. Job Forming (2 Marks)
- b) Outline cardinal information that aid in defining a comprehensive job description and job specification (XX Marks)
- c) Why do organizations find it necessary to draw up job descriptions and job specifications (6 Marks)
- d) As a human resource manager, can you use assessment centre to test suitability of a prospective computer technician? Support your argument (9 Marks)
- e) There are crucial areas in the human resource management that are susceptible to ethical issues, using practical examples, identify and explain some of these areas of ethical concerns (9 Marks)

**QUESTION TWO**

- a) Research and practice have agreed on some commonly used methods in evaluating jobs. Identify and explain some commonly used methods by stating their advantages and disadvantages (20 Marks)

**QUESTION THREE**

- a) Highlight FIVE (5) advantages of performance based payments (5 Marks)

- b) Illustrate the process of wage payments. How do wage differentials affect levels and structures? (10 Marks)

#### **QUESTION FOUR**

- a) Distinguish between recruitment and selection (5 Marks)
- b) Discuss different selection tests and tools used to determine the applications ability, **XXXXXXX** and **XXXXXXX** (10 Marks)

#### **QUESTION FIVE**

- a) What is the meaning of an ethical dilemma (5 Marks)
- b) Ethical issues and concerns in staffing functions are common challenges facing HRM. Using practical examples, describe FIVE (5) key ethical challenges in the recruitment and selection exercises (10 Marks)