



The Co-operative University of Kenya

SUPPLEMENTARY / SPECIAL EXAMINATION OCTOBER 2019

EXAMINATION FOR THE DIPLOMA IN BUSINESS ADMINISTRATION

UNIT TITLE: HUMAN RESOURCE MANAGEMENT (CMHR 1101)

DATE: OCTOBER 2019

TIME: 2 HOURS

INSTRUCTIONS:

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

QUESTION ONE

- a) Discuss objectives of human resources management (10 marks)
- b) State and explain objectives of induction for employees (10 marks)
- c) Discuss steps involved in selection process (10 marks)

QUESTION TWO

Explain the managerial function of the human resource department (20 marks)

QUESTION THREE

- a) Explain the types of performance measures used when evaluating performance of the human resources department (10 marks)
- b) Discuss the objectives of performance appraisal (10 marks)

QUESTION FOUR

- a) Explain the elements of job description (10 marks)
- b) Explain ways of collecting job analysis data (10 marks)

QUESTION FIVE

Explain 5 sources of external recruitment (10 marks)