



The Co-operative University of Kenya

END OF SEMESTER EXAMINATION AUGUST-2017

EXAMINATION FOR THE BACHELOR OF COMMERCE

UNIT CODE: HBH 2301

UNIT TITLE: PROCUREMENT OF HRM

DATE: 4TH AUGUST, 2017

TIME: 2:00 PM – 4:00 PM

INSTRUCTIONS:

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

SECTION A. Answer all questions in section A

QUESTION ONE

- a) Differentiate between hard and soft human resource planning. (6mks)
- b) Discuss how local markets has an important bearing on the supply of manpower. (8mks)
- c) Examine the common pitfalls of human resource planning. (6mks)
- d) Write brief notes on the following factors affecting recruitment. (6mks)
- i) Endogenous factors
 - ii) Exogenous factors
- d) Discuss the critical importance of recruitment function in an organization. (4mks)

SECTION B. choose any two questions:

QUESTION TWO

- a) Discuss the reason why centralized selection process is preferred to decentralized (12mks)
- b) Examine the principles of selection tests. (8mks)

QUESTION THREE

- a) Describe job descriptions as used in organization (10mks)
- b) Explain the objectives of job evaluation (10mks)

QUESTION FOUR

- a) The main objective of selection is to hire people having competence and commitment. (6 mks)
- b) This objective is often defeated because of certain barriers. Discuss. (14 mks)

QUESTION FIVE

- 1. a) Examine common interview problems. (10mks)
- b) Discuss the strategies used for retention and exit of staff (10mks)