Name: _____   Index No. _____ /_____

2908/101
FOUNDATIONS OF HUMAN
RESOURCE MANAGEMENT   Candidate's Signature _____
July 2012
Time: 3 hours   Date: _____

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN HUMAN RESOURCE MANAGEMENT

MODULE I

FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above
Sign and write the date of the examination in the spaces provided above.
This paper consists of SEVEN questions.
Answer any FIVE questions in the spaces provided in this question paper.
ALL questions carry equal marks.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	Total
Marks								

This paper consists of 16 printed pages.

Candidates should check the question paper to ascertain that
all the pages are printed as indicated and that no questions are missing.

Turn over

1. (a) Explain **five** internal factors that may influence the recruitment of employees in an organization. (10 marks)

    (b) Highlight **five** benefits that an organization may obtain from a well established Human Resource Management Information System (HRMIS). (10 marks)

2. (a) Explain **five** guidelines that a Human Resource Manager should observe while using tests for the selection of job candidates. (10 marks)

    (b) Explain the reasons that make it necessary to have a company policy on the separation of employees. (10 marks)

3. (a) Highlight **five** ways in which a Human Resource Manager may enhance the effectiveness of an employee induction programme. (10 marks)

    (b) Organizations establish the human resource department for the achievement of certain objectives. Explain **five** such objectives. (10 marks)

4. (a) Highlight the principles of scientific management as advocated by Fredrick Taylor that are applicable to human resource management. (10 marks)

    (b) Outline the contents of a job description. (10 marks)

5. (a) Explain **five** factors that may lead to ineffective human resource planning in an organization. (10 marks)

    (b) Describe the steps that should be followed when carrying out a job analysis exercise. (10 marks)

6. (a) Explain **five** challenges that a Human Resource Manager in Kenya may face when recruiting employees. (10 marks)

    (b) Warumu is a member of a panel that is scheduled to interview candidates for jobs at Tam Ltd. Explain **five** preparations that she should make prior to the exercise. (10 marks)

7. (a) Highlight the reasons that make it necessary for organizations to review their human resource policies from time to time. (10 marks)

    (b) Explain the importance of human resource planning to an organization. (10 marks)