

Name _____ Index No _____ easytv.com

2908/101
FOUNDATIONS OF
HUMAN RESOURCE MANAGEMENT
November 2012
Time: 3 hours

Candidate's Signature _____

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 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.

1. (a) Highlight **five** measures that a Human Resource Manager should take to ensure that employees comply with human resource policies in an organization. (10 marks)
- (b) Outline the limitations of head hunting as a source of job candidates in an organization. (10 marks)
2. (a) Highlight the indicators of a successful employee induction programme in an organization. (10 marks)
- f(b) Explain **five** challenges that an organization may face when computerizing its human resource records. (10 marks)
3. (a) An effective recruitment program should meet certain requirements. Explain **five** such requirements. (10 marks)
- f(b) The principles of scientific management as proposed by Frederick W. Taylor can be applied to the practice of human resource management. Explain these principles. (10 marks)
4. (a) Highlight **five** reasons that make it necessary for organizations to carry out human resource planning. (10 marks)
- (b) Explain the benefits that an organization may derive from centralizing its employee selection process. (10 marks)
5. (a) The Human Resource Officer at Uzalendo Ltd is in the process of developing job descriptions for certain positions in the organization. Outline the information that should be included in the job descriptions. (10 marks)
- (b) Human Resource Managers play key roles in the training of employees in an organization. Highlight **five** such roles. (10 marks)
6. (a) Explain the benefits that an organization may derive from reviewing its human resource plans. (10 marks)
- f(b) Describe the procedure that should be followed when inducting a new employee into an organization. (10 marks)
7. (a) Highlight **five** basis on which an organization's human resource policies can be developed. (10 marks)
- (b) Blank application forms are a common tool used to obtain information from prospective candidates. Outline the information that should be contained in such forms. (10 marks)