



GARISSA UNIVERSITY

**UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR THREE
FIRST SEMESTER EXAMINATION**

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: BBM 361

COURSE TITLE: HUMAN RESOURCING

EXAMINATION DURATION: 3 HOURS

DATE: 08/12/17

TIME: 09.00-12.00 PM

INSTRUCTION TO CANDIDATES

- The examination has SIX (6) questions
- Question ONE (1) is COMPULSORY
- Choose any other THREE (3) questions from the remaining FIVE (5) questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of TWO (2) printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Define the following terms; [5 marks]
 - i. Human Resourcing
 - ii. Job Description
 - iii. Job Specification
 - iv. Talent Management
 - v. Job Analysis
- (b) Explain the factors that influence a recruitment exercise [5 marks]
- (c) Explain the stages of career life cycle of an employee in an organization [6 marks]
- (d) Describe the process of talent management [9 marks]

QUESTION TWO

- (a) Outline reasons for high employee turnover in the organization [5 marks]
- (b) Discuss tools you would use to measure employee turnover [6 marks]
- (c) Discuss how you would address the problem of high labour turnover [6 marks]

QUESTION THREE

- (a) Short-term absence from place of work is a common problem in most of the organizations. Discuss how to minimize this phenomenon [5 marks]
- (b) Distinguish the following terms in relation to human resourcing; [10 marks]
 - i. Business planning and Scenario planning
 - ii. Ratio-trend analysis and Demand forecasting
 - iii. Job description and job specification
 - iv. Employee value proposition and employer brand
 - v. Career planning and management succession planning

QUESTION FOUR

- (a) Explain the importance of job analysis [5 marks]
- (b) Discuss the recruitment and selection process of personnel [10 marks]

QUESTION FIVE

- (a) Explain the advantages of internal recruitment [5 marks]
- (b) Write short notes on the following recruitment theories [10 marks]
 - i. Two-way street theory
 - ii. Objective factor theory
 - iii. Critical contact theory
 - iv. Subjective factor theory

QUESTION SIX

- (a) Explain Human Resource Planning Objectives [5 marks]
- (b) Describe the process of Human Resource Planning [10 marks]

