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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2018/2019 ACADEMIC YEARTHREE**

**FIRST SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BHR 302**

**COURSE TITLE: HUMAN RESOURCE POLICY**

**EXAMINATION DURATION: 2 HOURS**

**DATE: 28/11/18 TIME: 3.00-5.00 PM**

**INSTRUCTION TO CANDIDATES**

* **The examination has FIVE(5) questions**
* **Question ONE (1) is COMPULSORY**
* **Choose any other TWO (2) questions from the remaining FOUR(4) 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)**

1. Define human resource policy. Explain the benefits of human resource policy **[10 marks]**
2. Jatco limited intends to introduce a performance management system in the organisation, explain the importance of such system**. [10 marks]**
3. Discuss the objectives of discipline in the organisation. **[10 marks]**

**QUESTION TWO**

1. Explain the approaches to professional development. **[10 marks]**
2. Identify FIVE essential features of a sound human resource policy. **[10 marks]**

**QUESTION THREE**

1. Explain the benefits that organisation would get from using recruitment agency when hiring new employees **[10 marks]**
2. Explain the common types of workplace harassment in organizations .**[10 marks]**

**QUESTION FOUR**

1. Identify the guidelines that management should follow when administering a disciplinary action to ensure that it achieves the intended purpose. **[10 marks]**
2. Describe the advantages of effective salary administration in the organisation **[10 marks]**

**QUESTION FIVE**

1. Briefly discuss the benefits of professional development training. **[10 marks]**
2. Identify the personal development and professionals skills that are necessary to human resource managers **[10 marks]**