



## GARISSA UNIVERSITY

### UNIVERSITY EXAMINATION **2016/2017** ACADEMIC YEAR **ONE** **SECOND** SEMESTER EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DIPLOMA BUSINESS MANAGEMENT

COURSE CODE: DBM 05

COURSE TITLE: PERSONNEL MANAGEMENT

EXAMINATION DURATION: 3 HOURS

**DATE: 05/12/17**

**TIME: 02.00-05.00 PM**

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#### 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 term personnel management [5 marks]
- (b) State and explain the nature of personnel management [10 marks]
- (c) Describe the steps involved in the job evaluation process [10 marks]

**QUESTION TWO**

- (a) Distinguish between human resource and personnel management [10 marks]
- (b) Explain five functions of personnel managements [5 marks]

**QUESTION THREE**

- (a) Describe the challenges involved in recruitment process by an organization [10 marks]
- (b) State and explain the objectives of compensation [5 marks]

**QUESTION FOUR**

- (a) Explain the factors influencing the wage and salary structures of an organization [10 marks]
- (b) Explain the procedures involved in the comparison or point as method of job evaluations [5 marks]

**QUESTION FIVE**

Describe the roles of personnel manager in an organization [15 marks]

**QUESTION SIX**

- (a) Define the following terms
  - i. Recruitment
  - ii. Compensation [5 marks]
- (b) Explain the objectives of personnel management [10 marks]

