

KISII UNIVERSITY

SOBE

Business administration DEPARTMENT

Certificate Y1S1

EXAM DRAFT SEPT – DECEMBER 2023 SEMESTER

CHRM002: INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

Answer Question one (Compulsory) and any other three Questions

Question one (Compulsory) (25marks)

- a) “ Human resource is a way of approach, the point of view, a technique of thinking and a philosophy of management” elaborate the statement by describing the main features of human resource management. (10 mark
- b.) Explain the meaning of the following terminologies. (8 marks s)
- i. Recruitment (2 Marks)
 - ii. Placement (2 Marks)
 - iii. Induction (2 Marks)
 - iv. Selection (2 Marks)
- c) Explain any three current issues facing human resource management in an organizational setup. (7marks)

Question two (15marks)

- a. Discuss “ on job” and “ off the job” Training methods of Personnel management (8marks)
- b. Explain the process of hiring a new staff in an organization in line with HR policy of Kenya (7marks)

Question three (15marks)

- a. Discuss any four human resource department functions in an organization (8marks)
- b. People are the living resource of the entity distinguish them from other resources with at least three salient features. (7marks)

Question four (15marks)

- a) Explain any four factors that determine compensation in an organization (8marks)
- b) With illustrations explain any three compensation methods applicable in most cases. (7marks)

Question five. (15marks)

- a. Using any five points, explain importance of performance appraisal in a scheme of efficient.
(10marks)
- b.) State any three challenges of performance appraisal as experienced in personnel management
(5marks)