



KISII UNIVERSITY
UNIVERSITY EXAMINATIONS
SECOND YEAR EXAMINATION FOR THE AWARD OF THE
DIPLOMA IN BUSINESS ADMINISTRATION
FIRST SEMESTER 2022/2023
(SEPTEMBER - DECEMBER, 2022)

DBAD 0261: HUMAN RESOURCE MANAGEMENT

STREAM: Y2 S1

TIME: 2 HOURS

DAY: FRIDAY, 9:00 A.M – 10:00 A.M

DATE: 16/12/2022

INSTRUCTIONS:

- 1. Do not write anything on this question paper.***
- 2. Answer ALL questions in Section A (Compulsory) and any other THREE questions in section B.***

SECTION A COMPLUSORY (25) MARKS

1.
 - a) List essentials of a sound Human Resource Policy. (4marks)
 - b) To ensure effective utilization of manpower in a large organization (5marks)
 - c) State the essentials of good incentive plan. (4 marks)
 - d) Highlight the functions of HRM. (6 marks)
 - e) Explain
 - i. Career planning. (3marks)
 - ii. Personality tests. (3 marks)

SECTION B 45 MARKS

2. Describe the procedure involved in developing and implementing Human Resource Information System (HRIS). (15marks)

3a) Describe the steps that managers would follow when conducting a performance appraisal process. (10 marks)

b) Explain FIVE advantages of career planning. (5 marks)

4a) Explain the purpose of conducting selection interview. (8 marks)

b) Explain the role of audit in Human Resource Management. (7 marks)

5a) Recruitment provides a pool of candidates to enable management to select suitable candidates for different jobs, clearly examine the external sources of recruitment. (8 marks)

b) Describe the principal steps of employee selection process. (7 marks)