



GRE TSA UNIVERSITY - THIKA

UNIVERSITY EXAMINATIONS JANUARY - APRIL 2019 SEMESTER

CERTIFICATE IN BUSINESS MANAGEMENT

COURSE CODE: CIHR 003

COURSE TITLE: EMPLOYEE RESOURCING

DATE: 9 APRIL 2019

TIME: 8.00 AM – 10.00 AM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.
3. **DO NOT** WRITE ANYTHING ON THIS QUESTION PAPER AS IT WILL BE AN EXAM IRREGULARITY.
4. ALL ROUGH WORK SHOULD BE AT THE BACK OF YOUR ANSWER BOOKLET AND CROSSED OUT.

CAUTION: *All exam rooms are under CCTV surveillance during the examination period.*

SECTION A: COMPULSORY

Question One

- a) Suitability for job is typically assessed by looking for relevant skills .Define the term employee resourcing and four objectives of employee resourcing [10 marks]
- b) Depending on the size and culture of an organization, recruitment may be undertaken in house by managers or recruitment specialists. Explain recruitment process. [10 marks]
- c) Factors of production are resources people use to produce goods and services. They are building blocks of economy. Explain four categories of production. [10 marks]
- d) There can be two standard procedures to select different kind of personnel. Selection procedure differs from job to job from enterprise to enterprise. Discuss steps of selection procedure. [10 marks]

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

- a) Human resource planning involves the study of manpower availability and the manpower requirement in an organization. Explain objectives of human resource planning [10 marks]
- b) E-recruitment also known as online recruitment is the practice of using technology and in particular web-based resources for task involved with finding and luring new personnel. Explain benefits of E-recruitment. [10 marks]

Question Three

- a) Useful psychological test must be both valid (i.e. there is evidence to support the specified interpretation of the test results and reliable (i.e. internally consistent or give consistent results over time. Discuss characteristics of a good test. [10 marks]
- b) Good induction programmes can increase productivity and reduce short term turnover of staff. These programs can also play critical role under the socialization to an organization in terms of performance, attitudes and organizational commitment. Discuss a typical induction programme in an organization. [10 marks]

Question Four

- a) In instances of employment termination, the employment is terminated for a reason which is given to the employee and stated in termination letter. Discuss causes of terminations from employment. **[10 marks]**
- b) Redundancy occurs when an employer decides they no longer want a job an employee has been doing, to be done by anyone and terminated their employment. Discuss cause of redundancy in an organization. **[10 marks]**

Question Five

- a) Successful business managers recognize that their people are their greatest asset. If you can recruit and retain good people, you establish a competitive advantage. One that is hard to beat. Discuss why people may leave their job. **[10 marks]**
- b) Discuss the following concepts in relation to employee resourcing:
- (i) Candidate management **[2 marks]**
 - (ii) Job description **[2marks]**
 - (iii) Risk **[2marks]**
 - (iv) Recruitment **[2marks]**
 - (v) Deployment **[2marks]**