



GRETSA UNIVERSITY - THIKA

**UNIVERSITY EXAMINATIONS
JANUARY - APRIL 2020 SEMESTER**

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

COURSE CODE: CIHR 003

COURSE TITLE: EMPLOYEE RESOURCING

DATE: 21 SEPTEMBER 2020

TIME: 8:00AM – 11:00AM

INSTRUCTIONS TO CANDIDATES

1. SECTION A IS **COMPULSORY**.
2. SECTION B: ANSWER ANY OTHER **THREE** QUESTIONS.

SECTION A: COMPULSORY

Question One

- a) Discuss the importance of human resources in an organization [10 marks]
- b) Elaborate the advantages of human resource planning [10 marks]
- c) Explain the factors that influence demand of labour in an organisation [10 marks]
- d) Outline the tests used in the employee selection process [5 marks]
- e) State common mistakes made by employers today [5 marks]

SECTION B: ANSWER ANY THREE QUESTIONS

Question Two

- a) Explain the internal sources of candidates in recruitment [10 marks]
- b) Discuss employee selection process [10 marks]

Question Three

- a) Elaborate the importance of E-recruitment [10 marks]
- b) Psychological test is an objective and standardized measure of an individual's mental and behavioral characteristics, discuss the characteristics of a good test [10 marks]

Question Four

- a) Induction means to introduce the whole business unit to the newly appointed employee, elaborate the importance of employee induction [10 marks]
- b) Employment contract means an agreement, whether oral or written to employ an employee for a period of time, discuss types of employment contract [10 marks]

Question Five

- a) Explain the procedure for handling a termination in case of disciplinary [10 marks]
- b) Discuss the reasons why employees in an organisation leave [10 marks]