

1. (a) Highlight the circumstances under which an organization may review its human resource policies. (10 marks)
- (b) Explain **five** ways in which a human resource manager can ensure the effectiveness of a job selection interview. (10 marks)
2. (a) Outline the contributions of Elton Mayo to human resource management practice. (10 marks)
- (b) Jambo Company Limited has recruited employees who are expected to go through an induction process. Highlight **five** preparations that the Human Resource Manager should make before carrying out the process. (10 marks)
3. (a) Job advertisement is one of the ways through which an organization can attract job applicants. Explain the features that such an advertisement should have in order to attract the right candidates. (10 marks)
- (b) Highlight **five** benefits that an organization may gain from computerizing its human resource records. (10 marks)
4. (a) Explain **five** methods that can be used to collect information for a job analysis exercise. (10 marks)
- (b) Outline **five** principles that a Human Resource Manager should follow when placing employees in jobs. (10 marks)
5. (a) The human resource possesses certain unique characteristics as compared to other resources in the organization. Explain **five** such characteristics. (10 marks)
- (b) Describe the steps that should be followed in the process of recruiting employees in an organization. (10 marks)
6. (a) Explain the advisory functions of a Human Resource Manager to the management. (10 marks)
- (b) Outline the contents of a job specification. (10 marks)
7. (a) Highlight the measures that a human resource manager should take in order to make human resource planning more effective. (10 marks)
- (b) Outline **five** purposes served by human resource records in an organization. (10 marks)