Name_____   Index No_____/_____

2908/101
FOUNDATIONS OF HUMAN RESOURCE
MANAGEMENT
July 2015
Time: 3 hours

Candidate's Signature_____

Date_____

THE KENYA NATIONAL EXAMINATIONS COUNCIL

DIPLOMA IN HUMAN RESOURCE MANAGEMENT
MODULE I

FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

Write your name and index number in the spaces provided above.
Sign and write the date of the examination in the spaces provided above.
*This paper consists of **SEVEN** questions.*
*Answer any **FIVE** questions.*
All questions carry equal marks.
Write your answers in the spaces provided in this question paper.
*Do **NOT** remove any pages from this question paper.*
Candidates should answer the questions in English.

For Examiner's Use Only

Question	1	2	3	4	5	6	7	TOTAL SCORE
Candidate's Score								

This paper consists of 16 printed pages.

**Candidates should check the question paper to ascertain that all the
pages are printed as indicated and that no questions are missing.**

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Turn over

1. (a) Outline **five** ways in which the human relations theory as advocated by Elton Mayo has contributed towards the development of human resource practice. (10 marks)

(b) Highlight **five** factors that may limit the effectiveness of tests as a method of employee selection in an organization. (10 marks)

2. (a) One of the roles of a human resource manager is the procurement of employees in an organization. Outline **five** duties in relation to this role. (10 marks)

(b) Explain **five** consequences that an organization may face from operating without appropriate human resource policies. (10 marks)

3. (a) Give **five** reasons that make it necessary for organizations to carry out human resource planning. (10 marks)

(b) Highlight **five** external factors that may affect the execution of the recruitment function in an organization. (10 marks)

4. (a) Outline **five** guidelines that should be followed by an interviewing panel to ensure that employee selection interviews are effective. (10 marks)

(b) Explain **five** benefits that a newly recruited employee may derive from a properly conducted induction training program in an organization. (10 marks)

5. (a) Explain **six** ways in which information obtained from a job analysis exercise may be useful to an organization. (12 marks)

(b) Outline **four** limitations of using employee referrals as a source of recruitment in an organization. (8 marks)

6. (a) Koka Ltd maintains their human resource records in manual form. Highlight **five** challenges that the organization is likely to face from this practice. (10 marks)

(b) Outline **five** methods that may be used by an organization to sensitize employees on human resource policies. (10 marks)

7. (a) Highlight **four** measures that a human resource manager may take to ensure appropriate placement of employees in an organization. (8 marks)

(b) Explain **six** types of information that a job description should possess. (12 marks)