

2908/101
FOUNDATIONS OF HUMAN RESOURCE
MANAGEMENT
July 2018
Time: 3 hours



THE KENYA NATIONAL EXAMINATIONS COUNCIL
DIPLOMA IN HUMAN RESOURCE MANAGEMENT
MODULE I

FOUNDATIONS OF HUMAN RESOURCE MANAGEMENT

3 hours

INSTRUCTIONS TO CANDIDATES

This paper consists of SEVEN questions.

Answer any FIVE questions.

All questions carry equal marks.

Write your answers in the answer booklet provided.

Candidates should answer the questions in English.

This paper consists of 2 printed pages.

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

1. (a) Explain **six** factors that a human resource manager should consider when setting up a human resource record keeping system. (12 marks)
- (b) Outline **four** roles of a human resource manager in employee recruitment process. (8 marks)
2. (a) Explain **five** consequences of a poor employee selection programme in an organization. (10 marks)
- (b) Explain **five** reasons of evaluating human resource plans in an organisation. (10 marks)
3. (a) Highlight **five** differences between personnel management and human resource management. (10 marks)
- (b) Explain **five** benefits that an organization may get from filling vacant positions from internal sources. (10 marks)
4. (a) Explain **five** limitations of using television as a means of advertising jobs. (10 marks)
- (b) Highlight **five** sources of Human Resources Policies in an organisation. (10 marks)
5. (a) Explain **five** benefits that a new employee may derive from an induction training programme. (10 marks)
- (b) Outline **five** challenges that a human resource manager may face when using the diary method of job analysis. (10 marks)
6. (a) Highlight **six** types of information that a human resource manager should include in a job specification document. (12 marks)
- (b) Outline **four** ways of dealing with non-active human resource records. (8 marks)
7. (a) Explain **five** guidelines that should be followed when conducting a selection interview to ensure that it is effective. (10 marks)
- (b) Explain **five** benefits that may accrue to an organisation that carries out human resource planning. (10 marks)

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