



The Professional Body of HR Practitioners in Kenya

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SUBJECT: ELEMENTS OF HRM
SUBJECT CODE: 1908/101
CLASS: CHRM 2013A
DATE: 29TH MAY 2013
TIME: 2 ½ HOURS

INSTRUCTIONS:

This paper consists of FIVE Questions. Answer Any FOUR Questions.

1. (a) Outline five differences between human resource management and personnel management. (10 marks)
(b) Human resource management play an important role in an organization, explain five such roles (10 marks)
2. (a) Outline five measures that an organization should take to ensure that all the staff comply with the policies (10 marks)
(b) Explain five reasons that make it necessary for an organization to formulate the human resource policies (10 marks)
3. (a) It is important for all organizations to maintain proper employee's records. Outline five reasons behind this. (10 marks)
(b) Most organizations have embraced human resource information system. Explain five benefits that they may derive from this move (10 marks)
4. (a) Outline five advantages of choosing external source of recruitment (10 marks).
(b) Explain the importance of good placement of employees. (10 marks)
5. (a) A new employee should be taken through induction program. Explain information given to employees during induction (10 marks)
(b) One of the key activity of human resource management is human resource planning. Outline the significance of this activity. (10 marks)