
SUBJECT: ELEMENTS OF HRM
SUBJECT CODE: 1908/101
CLASS: CHRM 2013B
LECTURER: DOROTHY MBAABU
DATE: 25TH SEPTEMBER 2013
TIME: 2 ½ HOURS

INSTRUCTIONS:

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

1. (a) Highlight five measures that a human resource manager should take to ensure confidentiality of computerized human resource records. (10 marks)
(b) Explain five uses of human resource records in an organization. (10 marks)
2. (a) Human resource management managers may from time to time form groups for the purpose of carrying out certain duties in an organization. Describe the stages involved in forming such groups. (10 marks)
(b) Outline five characteristics of an effective work group. (10 marks)
3. (a) Explain five reasons that make it necessary for an organization to formulate human resource policies. (10 marks)
(b) Ropa Company limited is in the process of revising their human resource policies. Advise the management on the factors to consider when establishing good policies in an organization. (10 marks)
4. (a) The human relations of Maendeleo Enterprises have been deteriorating for the past few months. Explain five measures that the human resource manager should take to improve this trend. (10 marks)
(b) Outline the importance of maintaining good human relations between the management and the employees. (10 marks)
5. (a) Human resource management department plays an important function in an organization. Explain five such functions. (10 marks)
(b) Outline five ways in which Fredrick Taylor's principles of management may apply to human resource management. (10 marks)