

**SUBJECT: PRACTICE OF HRM**  
**CLASS: CHRМ 2015E MODULE 2 FULLTIME**  
**LECTURER: DOROTHY MBAABU**  
**DATE: 21<sup>ST</sup> MAY 2015**  
**TIME: 2 ½ HOURS**  
**INSTRUCTIONS: This paper consists of Seven (7) questions. Answer Any Five questions.**

### QUESTION 1

- (a) For an organization to come up with an effective job description, it must collect some information through job analysis. Outline the information collected. **(10 marks)**
- (b) For a Human resource department to achieve its objectives, it needs to perform human resource planning function. Explain the importance of conducting human resource planning. **(10 marks)**

### QUESTION 2

- (a) Outline the reasons for continuous training of the human resource in the organization. **(10 Marks)**
- (b) Organizations that undertake effective succession planning may derive certain benefits from that. Outline five such benefits. **(10 marks)**

### QUESTION 3

- (a) Employee induction is a key activity in Human Resource Management. Explain the types of information that is given to an employee during the induction program. **(10 Marks)**
- (b) Outline the factors that influence the need for recruitment in an organization. **(10 marks)**

### QUESTION 4

- (a) Application blanks are commonly used for obtaining information from job candidates. Explain the information that can be filled in such blanks. **(10 marks)**
- (b) Explain the importance of carrying out an induction training program for the new employees in an organization. **(10 marks)**

### QUESTION 5

- (a) An effective job advertisement should attract sufficient numbers of the right kind of applicants. Outline the issues that such an advertisement should cover. **(10 marks)**
- (b) An organization can either use on- the job or off - the job training .Explain five differences between on- the -job training and off -the job training. **( 10 marks)**

### QUESTION 6

- (a) Explain the measures that may be taken to improve the effectiveness of human resource planning. **(10 marks)**
- (b) Explain five reasons for the use of test in an employee selection exercise. **(10 marks)**

### QUESTION 7

- (a) Explain the importance of appropriate job placement of employees in an organization. **(10 marks)**
- (b) Outline five factors that may influence the type of training offered to staff in an organization. **(10 marks)**