CLASS: CHRP EVENING
SUBJECT: HUMAN RESOURCE ADMINISTRATION
LECTURER: DR. KEPHA OMBUI
DATE: 16TH MAY 2018
TIME: 2½ HOURS
INSTRUCTIONS

ANSWER ALL QUESTIONS IN SECTION A AND ANY OTHER TWO QUESTIONS IN SECTION B.

SECTION A

Question One

(a) Most companies do not achieve their desired goals due to lack of clearly defined policies. Examine how companies should implement policies necessary for decision making. (10 Marks)

(b) ABC Company Limited has been operating without proper maintenance of its records leading to arbitrary decisions. As a HR expert, advise the company the records it should use while making critical decisions affecting employees. (10 Marks).

Question Two

(b) XYZ Company Limited has been seriously advocating for computerization of its functions across departments. Justify the reasons behind the Company’s argument. (10 Marks).

(c) Mr. Mlango Wasi was recently appointed as a Payroll manager and asked to ensure timely remittance of statutory deductions to avoid penalties. Analyze the statutory deductions that he should ensure are recovered from employees’ salaries. (10 Marks)

SECTION B

ANSWERA ANY THREE QUESTIONS FROM THIS SECTION

Question Three

(a) Explain the reasons that might make an organization to adopt a database management as a way of storing its information (6 Marks).
(b) Tulaga Company Ltd intends to develop procedure manuals to cover all human resource management functions. As a HR professional, advise the company on how to carry out this important exercise. (14 Marks).

**Question Four**

(a) Explain the aspects that should be considered for an organization to select an appropriate Human Resource Information Systems. (10 Marks).

(b) Competition has made organizations to formulate strategies in order to remain relevant. Analyze the types of business strategies that organizations can apply in order to remain relevant. (10 Marks)

**Question Five**

(a) Record management is critical to the success of an organization. Examine the features of a good records system in an organization. (10 Marks)

(b) Discuss why organizations would prefer in house developed software. (10 Marks)

**Question Six**

(a) Explain the sources of procedures in an organization. (10 Marks)

(b) Discuss the various benefits that members enjoy under the National Hospital Insurance Scheme. (10 Marks).