



The Co-operative University of Kenya

END OF SEMESTER EXAMINATIONS MARCH-2021

**EXAMINATION FOR THE DEGREE OF BACHELOR OF COMMUNITY
DEVELOPMENT (YR II SEM II)**

UNIT CODE: BOCD 2207

UNIT TITLE: HUMAN RESOURCE MANAGEMENT

DATE: 4TH MARCH 2021

TIME: 9:00 AM – 12:00 PM

INSTRUCTIONS:

- Answer question **ONE (compulsory)** and any other **TWO** questions

QUESTION ONE

- (a) Define Human Resource (2 Marks)
- (b) Explain is job evaluation (5 Marks)
- (c) Briefly describe the recruitment and selection process (6 Marks)
- (d) Describe the core elements of the Human Resource planning process (6 Marks)
- (e) Discuss the human resource development (6 Marks)
- (f) Explain about performance appraisal errors (5 Marks)

QUESTION TWO

- (a) Discuss five emerging issues of Human resource management. (10 Marks)
- (b) Explain five methods that can be used to collect information for a job analysis exercise. (10 Marks)

QUESTION THREE

- (a) Discuss the process of employee training development and its usefulness. (10 Marks)
- (b) Describe the steps that should be followed in the process of recruiting employees in an organization. (10 Marks)

QUESTION FOUR

- (a) Outline the contents of a job specification. (10 Marks)
- (b) The computerization of human resource records is currently a common trend across many organizations. Explain five reasons that have made this trend necessary. (10 Marks)

QUESTION FIVE

- (a) Explain five measures that a Human resource manager should take to ensure successful implementation of employee relations and discipline in an organization. (10 Marks)
- (b) Discuss five importance of Human resource planning in an organization. (10 Marks)