



## GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **TWO**  
**SECOND** SEMESTER EXAMINATION

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT

COURSE CODE: BHR 206

COURSE TITLE: RECRUITMENT, SELECTION AND PLACEMENT

EXAMINATION DURATION: 3 HOURS

**DATE: 10/04/18**

**TIME: 2.00-5.00 PM**

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### INSTRUCTION TO CANDIDATES

- The examination has **SIX (6)** questions
- Question **ONE (1)** is **COMPULSORY**
- Choose any other **THREE (3)** questions from the remaining **FIVE (5)** questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of **THREE (3)** printed pages

*please turn over*



**QUESTION ONE (COMPULSORY)**

a)

**I.** Define the term recruitment and selection. **[2 marks]**

**II.** Discuss any three advantages of internal recruitment. **[6 marks]**

b) Explain why career management is important in the contemporary corporate environment. **[10 marks]**

c)

**i.** Explain the concept “headhunting” and “outsourcing” as applied in recruitment and selection. **[2 marks]**

**ii.** State any five objectives why an organization should have career planning in place. **[5 marks]**

**QUESTION TWO**

(a) (i) Define manpower planning in relation to human resource management. **[2 marks]**

(ii) Highlight any five main objectives of Human resource planning in an organization. **[5 marks]**

(b) Describe the importance of human resource planning in an organization. **[5 marks]**

(c) Explain three factors that have increased the demand for human resource planning in organization. **[3 marks]**

**QUESTION THREE**

(a) Highlight the selection process that the HR manager can use to get the right candidate for the job **[5 marks]**

(b) Describe the five methods of that the human resource manager can use to recruit and select employees for an organization. **[10 marks]**

**QUESTION FOUR**

(a) Explain the benefits of training from the viewpoint of an enterprise and its employees. **[5 marks]**

(b) Identify and describe the five methods and techniques of training. **[10 marks]**



**QUESTION FIVE**

- (a) Highlight any four methods you will use to collect data relating to a job. **[4 marks]**
- (b) Describe any five significance of job analysis to organizations. **[5 marks]**
- (c) Describe the three methods of job design. **[6 marks]**

**QUESTION SIX**

- (a) Highlight any four guidelines that can make orientation more effective **[5 marks]**
- (b) “It is often said that the first year of organizational employment can either be very frustrating or very satisfying for the new employee” Elucidate this with reference to the objectives of a well-designed orientation programme. **[10 marks]**

