



GARISSA UNIVERSITY

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

SCHOOL OF BUSINESS AND ECONOMICS

FOR THE DIPLOMA BUSINESS MANAGEMENT

COURSE CODE: DBM 05

COURSE TITLE: PERSONNEL MANAGEMENT

EXAMINATION DURATION: 3 HOURS

DATE: 16/04/18

TIME: 09.00-12.00 PM

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 **TWO (2)** printed pages

please turn over



QUESTION ONE (COMPULSORY)

- (a) Examine the nature of personnel management [10 marks]
- (b) Explain the operative functions of personnel management [10 marks]
- (c) Provide the significance of personnel management [5 marks]

QUESTION TWO

- (a) Describe the selection process [10 marks]
- (b) Highlight the merits of internal recruitment [5 marks]

QUESTION THREE

- (a) Explain the factors affecting manpower planning [10 marks]
- (b) Identify the principles of job design [5 marks]

QUESTION FOUR

- (a) Discuss the methods of job evaluation [6 marks]
- (b) Establish the objectives of merit rating [5 marks]
- (c) Enumerate the uses of job analysis [4 marks]

QUESTION FIVE

- (a) Distinguish between training and development [10 marks]
- (b) Highlight the characteristics of performance appraisal [5 marks]

QUESTION SIX

- (a) Examine the causes of accidents in the work place [10 marks]
- (b) Identify the contemporary issues in personnel management [5 marks]

