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**GARISSA UNIVERSITY**

**UNIVERSITY EXAMINATION 2017/2018 ACADEMIC YEAR THREE**

**THIRD SEMESTER EXAMINATION**

**SCHOOL OF BUSINESS AND ECONOMICS**

**FOR THE DEGREE OF BACHELOR OF BUSINESS MANAGEMENT**

**COURSE CODE: BBM 361**

**COURSE TITLE: HUMAN RESOURCING**

**EXAMINATION DURATION: 3 HOURS**

**DATE: 07/08/18 TIME: 2.00-5.00 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 (4) 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)**

Suppose you are manager of newly founded organization and you like to hire/recruit manpower for smooth running of day to day activities of organization, draft advertisement POSTERS inviting potential candidates to apply for vacancies in following areas

A

1. Assistant human resource office **[5 marks]**
2. Clerk **[5 marks]**
3. Fleet controller **[5 marks]**
4. Security officer **[5 marks]**

B .Explain different types of interviews **[5 marks]**

**QUESTION TWO**

1. Explain factors limiting effective staffing/recruitment practice **[5 marks]**
2. Describe the main difference between centralized and decentralized recruitment  **[7 marks]**
3. Explain the term job analysis  **[3 marks]**

**QUESTION THREE**

1. Explain the advantages and disadvantages of various selection tests and interviews. **[5 marks]**
2. Explain main causes of absence of duties as analyzed by Huczynski and Fitzpatrick (1989) **[6 marks]**
3. Write short notes on the following in relation to Human resource
4. Job specification **[2 marks]**
5. Job description **[2 marks]**

**QUESTION FOUR**

1. Discuss main Errors common in an interview at time of selecting manpower **[6 marks]**
2. Explain internal recruitment and external recruitment in recruiting human resource **[4 marks]**
3. Describe Disadvantages of Centralized Recruitment in manpower sourcing **[5 marks]**

**QUESTION FIVE**

1. Discuss the advantages of internal recruitment **[6 marks]**
2. Explain factors to consider when choosing a media of advertising job vacancy **[9 marks]**

**QUESTION SIX**

* 1. Explain importance of manpower planning in human resourcing **[7 marks]**
  2. Describe stages in human resourcing planning **[8 marks]**