



# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS**

**2018/2019 ACADEMIC YEAR**

**FOURTH YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS  
BACHELOR OF SCIENCE IN HUMAN RESOURCE  
MANAGEMENT**

**COURSE CODE: BHR 408**

**COURSE TITLE: CAREER DEVELOPMENT**

**DATE:**

**TIME:**

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**INSTRUCTIONS TO CANDIDATES**

Question **ONE** is compulsory

Answer any other **THREE** questions

### Question one

- i. Using the appropriate diagram discuss the Bull's eye career choice model **12 marks**
- ii. "Career development is a lifelong process". discuss the statement using the traditional approach model to career development **8 marks**
- iii. "Career development is a societal factor." Using appropriate examples, discuss the statement **7 marks**

### Question two

Employability is about enhancing individual opportunities through active management and continuous development. Using the relevant diagram discuss the statement. **15 marks**

### Question three

- a) The principle of OSAS secondary school has invited you to the school as a guest speaker to help the students make career choices. Identify and discuss five key factors to consider in your talk **10 marks**
- b) Discuss the concept of career development using the career guiding principles. **5 marks**

### Question four

The Kenyan government has initiated a new talent based curriculum for the schools. Citing relevant examples discuss how it will impact on the career choices of the learners. **15 marks**

### Question five

- a) Egan three stage model in the career advisory process helps the advisors in their work. Discuss three key advantages of the model. **6 marks**
- b) "Careers are built brick by brick throughout life through the series of choices about learning and work" citing relevant examples discuss the statement. **9 marks**

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# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS**

**2018/2019 ACADEMIC YEAR**

**SECOND YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS  
BACHELOR OF SCIENCE IN HUMAN RESOURCE  
MANAGEMENT**

**COURSE CODE: BHR 2204**

**COURSE TITLE: TRAINING & DEVELOPMENT**

**DATE:**

**TIME:**

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**INSTRUCTIONS TO CANDIDATES**

Question **ONE** is compulsory

Answer any other **THREE** questions

- a) Training and development are important aspects of an employee's work-life, discuss their differences supporting with relevant examples. **10 Marks**
- b) The benefits of training in one area can flow through to other areas of the organization. Citing appropriate examples discuss how this is achieved through cost reduction. **5 Marks**
- c) Discuss five typical areas of training **5 Marks**
- d) Employee training is a costly venture for an organization to undertake hence it needs to be effective for the purpose it was chosen to address. Citing relevant examples discuss how you would achieve effectiveness through training. **5Marks**

**Question two**

Training Needs Assessment (TNA) is a very important component of employee training if it has to be of benefit to the organization. Define your understanding of TNA and discuss six steps that you need to consider while developing a TNA **15 Marks**

**Question three**

- a) Citing relevant examples, discuss the reasons why managers must be developed. **10 Marks**
- b) "Executive development is an important aspect of management" citing relevant examples explain the aspect and discuss the features of executive development. **5 Marks**

**Question four**

- a) In one of the Board of management meeting that you are to attend, you are required to present a paper justifying your executive development program. Using appropriate examples, discuss the objectives that you hope to achieve through the program **10 Marks**
- b) Discuss the concept of job rotation in employee development. **5 Marks**

**Question five**

Using the appropriate diagram, discuss the executive development process **15 Marks**

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**REGULAR UNIVERSITY EXAMINATIONS**

**2018/2019 ACADEMIC YEAR**

**SECOND YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS**

**BACHELOR OF SCIENCE IN HUMAN RESOURCE**

**MANAGEMENT**

**COURSE CODE: BHR 2209**

**COURSE TITLE: HUMAN RESOURCE**

**MAINTENANCE**

**DATE:**

**TIME:**

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**INSTRUCTIONS TO CANDIDATES**

Question **ONE** is compulsory

Answer any other **THREE** questions

**Question one**

- a. “The issue of employee maintenance is based on the psychological contract “. Citing relevant examples discuss the statement. **7 Marks**
- b. The concept of employee involvement is defined in three categories. Citing relevant examples, discuss the three categories **6Marks**
- c. Employee commitment is the degree to which an employee identifies with the organization and wants to continue actively participating in it. Citing relevant examples discuss six reasons why management should ensure that employees are committed to the organization **12 Marks**

**Question two**

- a) In order to ensure employee maintenance in the organization, management must meet the employee expectations. Using appropriate examples discuss five key employee expectations. **10 Marks**
- b) Using appropriate examples, discuss the quality circle as a method of upward-problem solving scheme **5 Marks**

**Question three**

- a) “Upward problem solving forms of communication are a two-way communication system associated with ‘new’ managerial concepts”. Discuss the statement showing what the system aims to achieve. **10 Marks**
- b) “Performance assessment calls for a total balance in its approach” Citing relevant examples discuss the statement **5Marks**

**Question four**

- a) It is sometimes assumed that performance appraisal is the same thing as performance management; however there are significant differences between the two. Identify and discuss the differences **10 Marks.**
- b) Identify and discuss the different methods managers use to reward sales employees **5 Marks**

**Question five**

Using the appropriate examples, discuss the individual welfare services that organizations can give to their employees **15 Marks**

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# **MAASAI MARA UNIVERSITY**

**REGULAR UNIVERSITY EXAMINATIONS  
2018/2019 ACADEMIC YEAR  
SECOND YEAR SECOND SEMESTER**

**SCHOOL OF BUSINESS AND ECONOMICS  
BACHELOR OF SCIENCE IN HUMAN RESOURCE  
MANAGEMENT  
COURSE CODE: BHR 2203  
COURSE TITLE: RECRUITMENT SELECTION &  
PLACEMENT**

**DATE: 18<sup>TH</sup> APRIL 2019**

**TIME: 1100 - 1300 HRS**

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**INSTRUCTIONS TO CANDIDATES**

Question **ONE** is compulsory

Answer any other **THREE** questions

### Question one

- a. A well done job analysis will produces information used for writing job descriptions and job specifications. Discuss the information that is included in a job analysis **12 Marks**
- b. Managers recruit employees once a vacancy falls vacant in an organization. Discuss three key ways in which positions fall vacant in an organization **6 Marks**
- c. As a human resource expert, you have been invited to advice the human resource staff of MMU on the appropriate skills needed for interviewers. Citing relevant examples discuss the areas to consider **7 Marks**

### Question two

“Conceptually, human resource planning should be an integral part of business planning”. Using the appropriate diagram justify the statement **15 Marks**

### Question three

- a) As the human resource manager of Kikwetu Tea Manufacturing Company, you have been task to head a committee that will identify a recruitment consultant. Discuss the key considerations that the committee will make before appointing the consultant **10 Marks**
- b) Identify and discuss the advantages of an interview as a recruitment process. **5Marks**

### Question four

- a) A selection board is one of the methods used to interview potential employees. Discuss the method and its disadvantages **8Marks.**
- b) Shortlisting is a critical stage in ensuring that the organization gets the right candidates to select from. Discuss the step to be taken to ensure that it is done appropriately **7 Marks**

### Question five

In order to make a interview process successful, the management needs to make proper prior arrangements. Using appropriate examples discuss the arrangements that management needs to put in place. **15 Marks**

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