



# **MAASAI MARA UNIVERSITY**

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

**SCHOOL OF BUSINESS AND ECONOMICS  
CERTIFICATE IN BUSINESS MANAGEMENT**

**COURSE CODE: CHR 108**

**COURSE TITLE: PERSONNEL MANAGEMENT**

**DATE: 26<sup>TH</sup> APRIL, 2019**

**TIME: 1430 - 1630HRS**

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**INSTRUCTIONS TO CANDIDATES**

Answer Question **ONE** and any other **THREE** questions

*This paper consists of **TWO** printed pages. Please turn over.*

## QUESTION ONE

- a) Define the following terms as used in personnel management.
- i. Human resource management **(2 marks)**
  - ii. Manpower planning **(2 marks)**
  - iii. Job analysis **(2 marks)**
  - iv. Placement **(2 marks)**
- b) Manpower planning is the process of having the right number of people, right kind of people, in the right place at the right time, doing the right thing for the organization to achieve its goal. Discuss the process of manpower planning **(10 marks)**
- c) Explain the functions of personnel management **(7 marks)**

## QUESTION TWO

- a) State and explain the byproducts of job analysis **(7 marks)**
- b) What are the key responsibilities of the human resource manager in the organization? **(8 marks)**

## QUESTION THREE

- a) For the effective and efficient flow of work in the organization, proper recruitment and selection should be done. Critically discuss the process of recruitment. **(15 marks)**

## QUESTION FOUR

- a) Discuss the on-the-job and off-the job training by giving examples of each. **(8 marks)**
- b) Explain the reasons for training in the organization **(7 marks)**

## QUESTION FIVE

Health and safety is a critical factor in employee performance, what are the possible causes of accidents and injuries in the organization. **(15 marks)**

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