



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2021/2022 ACADEMIC YEAR

FIRST YEAR FIRST SEMESTER

SCHOOL OF BUSINESS AND ECONOMICS

DIPLOMA IN BUSINESS MANAGEMENT

COURSE CODE: DBM 005

COURSE TITLE: PERSONNEL MANAGEMENT

DATE: 6 TH APRIL, 2022

TIME: 0230-0430HRS

INSTRUCTIONS TO CANDIDATES

- *Answer question ONE (compulsory) and any other THREE*
- *Question one carries 25 marks*
- *All other questions carry 15 marks*

This paper consists of 3 printed pages. Please turn over

QUESTION 1

- a) Explain the reason why Induction process is an important activity in recruitment and selection. **(5marks)**
- b) Define the following terms as used in personnel management; -
 - i. Job description **(2 marks)**
 - ii. Job analysis **(2 marks)**
 - iii. Job specifications **(2 marks)**
- c) Explain the qualities of a competent personnel manager **(5 marks)**
- d) Describe the significance of personnel management **(5 marks)**
- e) Distinguish between human resource management and personnel management **(4 marks)**

QUESTION 2

- a) ENSDA has been managing the personnel issues of the organizations in a very informal manner. You have been recruited as the personnel officer for the company and your main duty is to professionalize the personnel matters of the company. One of the tasks is to review the job descriptions of the company. Explain how you would advise management on the principles of good job descriptions. **(10marks)**
- b) Organizations have shown an increased trend of towards internal recruitment. Describe four reasons for this trend to employees and organizations. **(5 marks)**

QUESTION THREE

- a) Describe briefly how You would carry out recruitment and selection in an organisation. **(10marks)**
- b) Discuss the Essentials of a good recruitment Policy. **(5marks)**

QUESTION FOUR

- a) Discuss the disadvantages of job analysis. **(5marks)**
- b) Explain the various steps you will follow when carrying out job analysis. **(10marks)**

QUESTION 5

- a) From lessons learnt in class, explain the importance of conducting job evaluations **(5 marks)**
- b) Briefly describe the process of man power planning. **(10marks)**

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