



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

MAIN EXAMINATION

SEPTEMBER - DECEMBER 2023

P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Ext 1022/23/25
Fax: 254-20-891084
email: exams@cuea.edu
directorofexams@cuea.edu

SCHOOL OF BUSINESS

DEPARTMENT OF MARKETING AND MANAGEMENT

ORDINARY DIPLOMA IN BUSINESS MANAGEMENT

CHD 081: HUMAN RESOURCE POLICY AND PRACTICES

DATE: DECEMBER 2023

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and any other TWO Questions

Q1.

- a) Describe the managerial functions performed by human resource managers in their capacity as managers of their respective departments. **(10 Marks)**
- b) Whenever a vacancy occurs, someone from within the organization can be promoted, upgraded or transferred. Explain the advantages of internal recruitment. **(10 Marks)**
- c) Job analysis is the cornerstone of all human resource functions. Examine the uses of job analysis information. **(10 Marks)**

Q2.

- a) Describe the main activities involved in the human resource planning process. **(10 Marks)**
- b) Explain the benefits of conducting human resource planning to an organization. **(10 Marks)**

Q3.

- a) Describe FIVE methods that can be used to conduct external recruitment today. **(10 Marks)**
- b) Interviews are the most frequently used selection tools used by organizations. Highlight the advantages of interviews as a selection tool. **(10 Marks)**

Q4.

a) Position and responsibility changes are common in organizations. Give reasons why transfers are effected in organizations. **(12 Marks)**

b) Explain the reasons why an employee may be demoted in an organization. **(8 Marks)**

END

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