



# THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

**A. M. E. C. E. A**

**CITY CAMPUS**

P.O. Box 62157  
00200 Nairobi - KENYA  
Telephone: 891601-6  
Fax: 254-20-891084  
E-mail: academics@cuea.edu

**MAIN EXAMINATION**

**AUGUST - DECEMBER 2014 TRIMESTER**

**FACULTY OF COMMERCE**

**DEPARTMENT OF MARKETING AND MANAGEMENT**

**EVENING PROGRAMME**

**CMH 312: EMPLOYEE SOURCING**

**Date: DECEMBER 2014**

**Duration: 2 Hours**

**INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions**

- Q1. a) Human Resource planning in any organization depends largely on its context. However, there remains universal aims for undertaking HR planning activities by organizations. Describe the major aims of HR planning in such organizations. **(12 marks)**
- b) Explain the methods used by organizations to gather information about existing jobs. **(12 marks)**
- c) Discuss factors that affect the employment interviews. **(6 marks)**
- Q2. Employee selection is such a complex task that may ruin the organization if not properly conducted. Discuss the processes that must be followed in conducting effective employee selection. **(20 marks)**
- Q3. a) Justify the use of cognitive ability tests used by organizations for their potential job applicants. **(10 marks)**

- b) Employee referral as a way of recruitment often leads to decreased employee turnover. Explain why this is the case even with jobs that experience high turnover rates. **(10 marks)**
- Q4. Discuss the main issues addressed by title VII of the Civil Rights Act of 1964 with regard to recruitment and selection of employees. **(20 marks)**

**\*END\***