



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

MAIN EXAMINATION

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AUGUST - DECEMBER 2018 TRIMESTER

FACULTY OF COMMERCE

DEPARTMENT OF MARKETING AND MANAGEMENT

REGULAR / ODEL PROGRAMME

CMH 312: EMPLOYEE SOURCING

Date: DECEMBER 2018

Duration: 2 Hours

INSTRUCTIONS: Answer Question ONE and ANY OTHER TWO Questions

Q1. The CEO of Makuto Express approaches you as the HR manager to advise him on some aspects of employee sourcing. Write a report to the CEO on each aspect as follows:

- a) Describe the contents of a job description. **(6 marks)**
- b) Briefly describe eight types of HRIS modules. **(8 marks)**
- c) Explain the advantages of online-boards and websites as methods of attracting employees. **(6 marks)**
- d) Describe five items that should be contained in a downsizing plan. **(10 marks)**

Q2. The top management of Opetu Company Ltd wants to use the personal interview method in selecting the candidates for the position of Chief Finance officer that has been vacant. They are however not sure if this is the best method of selection. They have consulted you so that you can discuss with them the advantages and disadvantages of interview. Discuss with the top management of Opetu Company Ltd the advantages and disadvantages of a personal interview. **(20 marks)**

- Q3. The CEO of Safari Ltd wants to understand deeply the significance of proper placement of employees and also the process of Human Resource planning. He approaches you as the new HR manager in this company.
- a) Discuss with the CEO the significance of proper placement of employees.
(10 marks)
 - b) Explain to the CEO the process of Human Resource planning.
(10 marks)
- Q4. As the newly recruited HR manager of Dewap Ltd, describe to the Board of Management the steps in the selection process.
(20 marks)

END