



Riara School of Business
Nurturing business innovators

MAY–AUGUST 2023 TRIMESTER
EXAMINATION FOR BACHELOR OF BUSINESS ADMINISTRATION

DAY PROGRAMME

RBA 201: PRINCIPLES OF HUMAN RESOUC E MANAGEMENT

DATE: 1ST AUGUST 2023
HOURS

TIME: 2

GENERAL INSTRUCTIONS:

Students are NOT permitted to write on the examination paper during reading time.

This is a closed book examination. Text book/Reference books/notes are not permitted.

SPECIAL INSTRUCTIONS

1. Write your REGISTRATION NO. Clearly on the answer booklet(s).
2. Answer Question One and ANY other TWO questions.
3. Questions in all sections should be answered in answer booklet(s)
4. PLEASE start the answer to EACH question on a NEW PAGE.
5. For the questions, write the number of the question on the answer booklet(s) in the order you answered.
6. Write on both sides of each leaf and indicate number of each question at the top of each page.
7. Write the answers in a paragraph form unless stated otherwise.
8. Marks allocated to each question are shown at the end of the question.
9. All rough work must be done on the answer booklet and crossed through!
10. Use supplementary pages only when you have exhausted those in this book
11. Fasten the supplementary pages to the inside back cover of this booklet.

QUESTION ONE: COMPULSORY (30 MARKS)

- a) Examine **FIVE** objectives of human resource planning to an organisation **(5 marks)**
- b) Assess **TWO** factors you think will change most dramatically in the future in terms of what it will take to attract young people to companies. **(4 marks)**
- c) Name **THREE** purposes for conducting selection interviews. **(3marks)**
- d) You are the HR manager for a small company, consisting of twenty-three people plus the two owners, Ashley and Steve. The owners suggest that all the staff need to go for training for the new software program introduced to ease up the day to day activities in the organization. Explain to them **FOUR** reasons as to why HR should **NOT** view Training as an expense but a long term investment on people. **(8 marks)**
- e) "In today's fast changing environment human resource management is an indispensable tool in the hands of organization for gaining competition advantage." Critically evaluate this statement citing suitable examples. **(10marks)**

QUESTION TWO

- a) .Write short notes on the following **(10 marks)**
 - i. Skills inventory
 - ii. Job analysis
 - iii. Job Description
 - iv. On the job training
 - v. Selection/interview bias
- b) .Elaborate on **FIVE** uses of the information derived from a job analysis exercise in an organization **(10 marks)**

QUESTION THREE

- a) Describe **FIVE** benefits of maintaining good health and safety practices in an organization **(10 marks)**
- b) Evaluate **FIVE** benefits that could accrue to an organisation from recruiting its employees from outside the organisation. **(10 marks)**

QUESTION FOUR

- a) Evaluate **FIVE** indirect forms of compensation available in the workplace (**10 marks**)

b) Assess **FIVE** duties of trade unions at the workplace

(10 marks)