

CHUKA



UNIVERSITY

UNIVERSITY EXAMINATIONS

EMBU CAMPUS

EXAMINATION FOR THE AWARD OF DIPLOMA IN

PPMA 0125: HUMAN RESOURCE MANAGEMENT

STREAMS:

TIME: 2 HOURS

DAY/DATE: THURSDAY 12/04/2018

11.30 A.M. – 1.30 P.M.

INSTRUCTIONS:

- Q1. (a) Outline human resource functions. (10 marks)
(b) State the appropriate qualities of a human resource manager. (10 marks)
(c) Discuss the limitations of human resource planning. (10 marks)
- Q2. Outline
- (a) Steps of job analysis. (5 marks)
(b) Uses of job analysis. (10 marks)
(c) Potential problems of job analysis. (5 marks)
- Q3. Describe
- (a) Steps in selection of human resource. (6 marks)
(b) Methods of performance appraisal. (14 marks)
- Q4. Discuss trade unions under the following
- (a) Components of collective bargaining. (4 marks)
(b) Reasons why employees join trade unions. (6 marks)
(c) Advantages of trade unions. (4 marks)
(d) Disadvantages of trade unions. (6 marks)
- Q5. Discuss discipline in relation to human resource management. (20 marks)
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