

CHUKA



UNIVERSITY

## UNIVERSITY EXAMINATIONS

### EXAMINATION FOR THE AWARD OF DEGREE OF BACHELOR OF COMMERCE

**BCOM 353: HUMAN RESOURCE PLANNING**

**STREAMS: BCOM**

**TIME: 2 HOURS**

**DAY/DATE: TUESDAY 14/04/2020**

**8.30 AM – 10.30 AM**

#### INSTRUCTIONS:

**Answer Question One and any other Two Questions**

#### Question One

Mitkam a consultant was contracted by Mackland ltd. To provide guidance on handling human resource planning related challenges. The company was experiencing an acute shortage of competent staff and an imminent danger of declaring redundancies. To address challenges relating to link between human resource planning and business goals one of the human resource forecasting methods will be used. This implies not detailed job descriptions for every job have to be prepared.

- (a) Explain the nature of problems that Mitkam will be dealing with. [10 marks]
- (b) Explain the methods that may be used to address problems relating to employees. [10 marks]
- (c) Assume employees of Mackland Ltd, will be trained during both on-the-job and off-the-job methods. Explain the ways in which Mackland ltd will evaluate the training. [10 marks]

#### Question Two

- (a) Medlink ltd intends to undertake human resource supply analysis. As the Human Resource Management advice the management on key areas that the organization should focus on. [8 marks]

- (b) Explain the strategies that organizations should adopt if the following occurs
- (i) Demand for human resource exceed supply [6 marks]
  - (ii) Supply for human resources exceeds demand. [6 marks]

**Question Three**

- (a) When determining human resource requirements human resource demand and human resource supply forecasting is considered. Explain the long range and short-range factors considered during this forecasting process. [12 marks]
- (b) Explain the causes of labour turnover in public institutions and methods that may be used to deal with this problem. [8 marks]

**Question Four**

- (a) Induction demystifies reality shock to new employees. Explain the levels in which induction should occur and type of information that should be provided. [10 marks]
- (b) Explain the usefulness of job description and job specifications in an organization. [10 marks]
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