

041306T4HRM

HUMAN RESOURCE MANAGEMENT LEVEL 5

HRM/OS/BUS/CR/01/5/A

Undertake Employee Resourcing

July/August 2024



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

1. This paper has **Two** sections **A** and **B**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

This paper consists of 4 printed pages

Candidates should check the question paper to ascertain that all pages are printed as indicated and that no questions are missing.

SECTION A (40 Marks)

Answer all questions in this section

1. The human resource manager at Zisco Limited has adopted the use of diary logs for data collection to aid in job analysis. State **four** disadvantages of using this method. (4 Marks)
2. Jabez limited has embraced employee referral to fill the position of a clerical staff. Outline **four** challenges of using this source of recruitment. (4 Marks)
3. You have been tasked to carry out job analysis in your organization. Highlight **four** challenges that you are likely to encounter. (4 Marks)
4. You have been tasked to design a job application form. Give **five** types of information that you should include in the form. (5 Marks)
5. The human resource manager at Kwao Limited is in the process of preparing a recruitment budget and has requested for your input. Mention **four** expenses that should be included in the budget. (4 Marks)
6. Understanding variance in staff establishment is crucial for human resource professionals. Mention **three** possible variances in staff establishment. (3 Marks)
7. Induction is a process of onboarding new hires in an organization. State **four** reasons for carrying out the exercise. (4 Marks)
8. The human resource manager at Majaliwa Limited has requested for your input in choosing the tests to apply during employee selection in the organization. Outline **five** types of selection tests. (5 Marks)
9. A learning institution employs different categories of staff. List **three** terms of engagement for staff. (3 Marks)
10. You have been tasked to coordinate a job evaluation exercise. Identify **four** methods that you may use. (4 Marks)

SECTION B (60 Marks)

Answer question 11 and any other TWO questions

Read the case study below and use it to answer question 11

SUPERTECH GADGETS LIMITED

Supertech Gadgets limited (SGL) is one of the leading suppliers of electronic gadgets in Kenya. Its headquarters are in Nairobi and has branches in all other major towns in the country. It has 1200 employees drawn from across the country. SGL believes that an organization's success is dependent on its ability to ensure adequate number of staff at all times to meet both its current and future needs.

The organization therefore invests heavily on its recruitment activities and as such, it has a recruitment and selection policy in place to guide the process. According to this policy, all vacant positions are posted on the organization's website and interested candidates advised to apply online. On receiving the applications, a thorough screening exercise ensues after which the shortlisted applicants are subjected to rigorous selection tests. This helps to identify the candidates that are close to meeting the expected qualifications who are then invited for face-to-face interviews. The selected candidates are then taken through a medical examination by a qualified medical practitioner before they are placed in their respective work stations. The human resource manager attributes the success of SGL to this hiring process and would do anything to ensure that it is not compromised.

Required

11. (a) Outline **five** benefits that SGL Limited may have enjoyed from adopting online recruitment. (10 Marks)
- (b) Candidates at SGL Limited are subjected to medical examinations before placement. Explain **five** reasons that make this practice necessary. (10 Marks)
12. (a) Mapengo Limited is in the process of filling existing vacancies in the organization. Outline **five** reasons that justify recruiting from external sources. (10 Marks)
- (b) Jamal Limited adopted interviewing method in employee selection. Highlight **five** reasons that may account for this preference. (10 Marks)
13. (a) The demand for human resources at Mwendapole Limited has been rising steadily over the recent past. Explain **six** internal factors that may account for this trend. (12 Marks)

(b) The Human resource manager at Wendo Limited is complaining of inability to get the right candidate for an existing job. Highlight **four** possible causes of this situation.

(8 Marks)

14. (a) A newly established company has requested for your services in preparing a job specifications for a human resource assistant position. Outline **five** types of information that you would include in such a document. (10 Marks)

(b) The hiring process is not complete until the employees are properly matched with their jobs. Explain **five** reasons that make matching important in an organization. (10 Marks)

easytvvet.com