



KENYATTA UNIVERSITY
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING (DSVOL)
EXAMINATION FOR THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT
CEP/VOL
BHM 042: PERSONNEL POLICIES

2ND TRIMESTER 2025/2026

TIME: 2 HOURS

INSTRUCTIONS: Answer question one and any other two.

Question One:

- a) Define the term personnel policy and explain using relevant examples four of its characteristics. (10 marks)
- b) Explain any five steps of personnel policies applicable in the commercial banking sector. (10 marks)
- c) Discuss any five advantages which an organization derives from personnel policies. (10 marks)

Question Two:

- i) Discuss any five importance and significance of personnel policies in an organization of your choice. (10 marks)
- ii) Explain using relevant examples the difference between a personnel policy and a procedure. (10 marks)

Question Three:

- a) Using a well labelled figure explain the process of personnel policy formulation in an industry of your choice. (10 marks)
- b) Demonstrate the challenges of personnel policy management to human resource managers globally. (10 marks)

Question Four:

- a) Discuss five personnel policy implications to the war between USA and Iran in the middle east. (10 marks)
- b) Explain the relationship between personnel management policy and human resource management policy. (10 marks)