



KENYATTA UNIVERSITY
UNIVERSITY EXAMINATIONS 2017/2018
DIGITAL SCHOOL OF VIRTUAL AND OPEN LEARNING
FIRST SEMESTER EXAMINATION FOR THE DEGREE OF BACHELOR OF
COMMERCE
BHM 320: RECRUITMENT AND STAFFING

DATE: SATURDAY 16TH DECEMBER 2017

TIME: 8.00 A.M. – 10.00 A.M.

INSTRUCTIONS

Answer Question ONE and any other TWO questions

Question One

- a) Flexible work plan is an emerging issue in recruitment and staffing. Discuss some of the flexible workforce options available to a human resource manager (10 marks)
- b) The ultimate aim of any organization is to choose the best candidate but this is often in subordinated by several challenges. Discuss the factors that commonly limit the staffing and recruitment practice (10 marks)
- c) Describe the distinctive features of assessment centre as an instrument of selecting candidates for job (10 marks)

Question Two

- a) Explain the role of job analysis in the process of recruitment and selection (10 marks)
- b) Poor human resource planning may lead to negative consequences for the organization. Discuss (10 marks)

Question Three

- a) What is centralized recruitment system? Discuss how it can be beneficial to an organization (10 marks)

- b) Tests are increasingly being used in selection of candidates for job positions. Identify and explain types of selection tests (10 marks)

Question Four

- a) What is a person specification? Explain the components of Fivefold grading system model by John Munro Fraser that recruiters can use to construct person specifications. (10 marks)
- b) Discuss why it is important to induct new recruits when they first join an organization (10 marks)