



**Riara School of Business**  
*Nurturing business innovators*

**JANUARY – APRIL 2016 TRIMESTER**  
**EXAMINATION FOR BACHELOR OF BUSINESS ADMINISTRATION**

**EVENING PROGRAMME**

**BHR 304: PROCUREMENT OF HUMAN RESOURCES**

**DATE: APRIL 2016**

**TIME: 2 HOURS**

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**INSTRUCTIONS**

- i) Answer question one and any other two**
  - ii) Marks allocated to each question are shown at the end of the question**
  - iii) Arrange your work neatly and indicate the questions answered in the Examination booklet**
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**QUESTION ONE: COMPULSORY (30 MARKS)**

- (a) Explain three factors that affect changes in the labour force. (3 marks)**
- (b) Kula Unone Enterprises has introduced a staffing model in the organization. Giving appropriate examples, explain the benefits that will accrue to the enterprise in using the model introduced. (8 marks)**
- (c) Ms. Sakina has been instructed by the Managing Director to brief the Board of Directors on the sources of attracting employees in organizations. Explain the salient points that would be contained in Sakina's brief to the board. (9 marks)**
- (d) Haraka-Haraka Ltd has decided to undertake a Job Analysis exercise in the organization. Explain the benefits that would accrue to the organization in undertaking the job Analysis exercise (10 marks)**

## **QUESTION TWO**

- (a) a) Mr.Lutumba Simaro has just attended a seminar on Procurement of Human Resource at Riara University. He is confused on the difference between job description and job specification. Explain to Simaro the key differences of the two terms. **(10 marks)**
- (b) The Chief Executive Officer (CEO) of Mapenzi group of companies has instructed the head of Human Resource Management to evaluate factors affecting the reliability of selection measures in the organization. Discuss the key basic factors that would be contained in the report by the Human Resource Manager to the CEO **(6 marks)**
- (c) Explain ways of applying selection methods to a large number of applicants in an organization **(4 marks)**

## **QUESTION THREE**

- (a) Explain the job-irrelevant interviewer biases that are often experienced during the interviewing process **(10 marks)**
- (b) Explain the key issues on the interview content that you would consider when conducting an interview **(10 marks)**

## **QUESTION FOUR**

- (a) Explain the key features of an effective performance management system in an organization. **(14 marks)**
- (b) Describe the implementation stages for implementing competencies within performance management in an organization that you are familiar with. **(6 marks)**

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