| **JANUARY 2023** | **Marks: 100** | **TIME: 3 HOURS** |

INSTRUCTIONS: Answer **Any FOUR** questions

QUESTION ONE

Define the following terms:

- Human Resources Management
- Job analysis
- Job Evaluation
- Recruitment
- Human Resource Planning   [**25 Marks**]

QUESTION TWO

Selection can be defined as the process of trying to determine which individuals will best match particular jobs in the organizational context. To ensure efficient selection activities, there needs to be steps followed. Discuss the steps that need to be followed in selection process to ensure efficiency.   [**25 Marks**]

QUESTION THREE

HRM is part of an environment, therefore whatever happens within an environment is likely to affect HRM. Discuss how the three interdependent systems affect or influence HRM activities.
                                                              [**25 Marks**]

QUESTION FOUR

Discuss six (5) trends of human resource management and their effectiveness in HRM activities.
                                                              [**25 Marks**]

QUESTION FIVE

The reason why HR professionals collects and analyse job data (job analysis) is to support certain human resource functions or activities. In relation to HR activities, explain the purpose of developing a job analysis in organizations.   [**25 Marks**]

QUESTION SIX

Training by definition is essentially a learning process. The principles of learning help us understand how people learn. Clearly articulate the principles which influence learning in an organization.   [**25 Marks**]