



MAASAI MARA UNIVERSITY
REGULAR UNIVERSITY EXAMINATIONS
2022/2023 ACADEMIC YEAR
FIRST-YEAR FIRST SEMESTER

SCHOOL OF BUSINESS AND ECONOMICS
CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

COURSE CODE: DBM 05
COURSE TITLE: PERSONNEL MANAGEMENT

DATE: _____ **TIME:** _____

INSTRUCTIONS TO CANDIDATES

Answer Question **ONE** and any other **THREE** Questions

This paper consists of 4 printed pages. Please turn over.

QUESTION ONE

- a) Describe the best ways to improve health and safety in your workplace. **(4 Marks)**
- b) Performance appraisals come in many forms. Managers and human resources staff responsible for these appraisals need to choose the best strategy based on the size of their organization. Discuss. **(6 Marks)**
- c) Workplace health and safety is all about sensibly managing risks to protect your workers and your business. In a global context, health and safety is an essential part of the movement towards sustainable development. **(15 Marks)**

QUESTION TWO

- a) Personnel management is an administrative function within an organization that oversees several activities. Discuss. **(10 Marks)**
- b) Explain basic concepts and terms used in personnel management. **(5 Marks)**

QUESTION THREE

- a) You went to a job interview with one of the largest government institutions in Kisumu and you were selected among the best. Later you were called for the job orientation. Discuss this lending an eye to personnel management. **(10 Marks)**
- b) State and explain the benefits of employee promotions in an organization. **(5 Marks)**

QUESTION FOUR

- a) Explain types of employee transfers offered in an organization. **(10 Marks)**
- b) Highlight some of the retirement scheme benefits payable on Retrenchment. **(5 Marks)**

QUESTION FIVE

- a) A job evaluation is the process of establishing how much compensation to allocate to a job. This process involves using internal and external data to determine what a given position's salary range should be, what related positions should pay, and what benefits are appropriate for a given job. Discuss the significance of this process. **(10 Marks)**
- b) If you have a retirement plan with your employer, the retirement plan can only favor the employee not the employer. Discuss the benefits of retirement plan to employee. **(5 Marks)**

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