



MAASAI MARA UNIVERSITY

REGULAR UNIVERSITY EXAMINATIONS

2022/2023 ACADEMIC YEAR

FIRST YEAR SECOND SEMESTER

SCHOOL OF BUSINESS AND ECONOMICS

**CERTIFICATE IN HUMAN RESOURCE
MANAGEMENT**

COURSE CODE: CHR 108

COURSE TITLE: PERSONNEL MANAGEMENT

DATE: 18/4/2023

TIME: 1430-1630 HRS

INSTRUCTIONS TO CANDIDATES

Answer question **ONE** and any other **THREE** questions

QUESTION ONE (COMPULSORY)

- a) Define Personnel management **{5 mks}**
- b) Explain five objectives of personnel management **{5mks}**
- c) Differentiate between recruitment and selection **{10mks}**
- d) Besides death and resignation, explain 5 reasons that may lead to need of recruitment in an organization **{5mks}**

QUESTION TWO

- a) Define job Orientation as a method of induction of new employees **{5mks}**
- b) Explain at least 7 reasons why orientation is important **(10 mks)**

QUESTION THREE

Briefly explain the functions carried out by a Personnel Manager in an organization. **(15mks)**

QUESTION FOUR

- a) Differentiate between training, education and development **[5 mks]**
- b) State and explain 5 objectives of training in an organization. **(10 mks)**

QUESTION FIVE

- a) Define performance appraisal **[5 mks]**
- b) Discuss 7 general objectives of performance appraisal **[10 mks]**

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