



MAASAI MARA UNIVERSITY

2023/2024 ACADEMIC YEAR

FIRST YEAR: FIRST SEMESTER

SCHOOL OF EDUCATION

**DEPARTMENT OF EDUCATION MANAGEMENT AND
POLICY STUDIES**

COURSE CODE: EDA:8134

**COURSE TITLE: ADMINISTRATION OF EDUCATIONAL
PERONNEL**

DATE:5/6/24

TIME: 0830-1030HRS

INSTRUCTION TO CANDIDATE

Answer Question (ONE) and any other two questions each (20 marks)

QUESTION ONE

- (a) Describe the process of selection of employees in an educational organization **(5marks).**
- (b) Describe five (5) benefits of performance appraisal. **(5marks).**
- (c) Discuss five challenges faced by trainers in personnel management. **(5marks).**
- (d) Explain five (5) limitations of external recruitment in an educational institution **(5marks).**

QUESTION TWO

- 2.(a) Highlight five (5) assumptions of Mc Gregory's Theory Y **(10 marks).**
- (b) Discuss five (5) principles of personnel management **(10 marks).**

QUESTION THREE

- (a) Distinguish between job description and job enlargement, giving one example for each in the context of school personnel management. **(10 marks).**
- (b) i) Distinguish between recruitment and selection in the context of personnel management in education. ii) As a human resource manager in a large post-secondary learning organization, explain four personnel recruitment methods you would apply to address the challenge of personnel shortage in the institution. **(2 marks)**

QUESTION FOUR

- (a) Highlight five (5) critical factors to be considered when determining employee's salaries **(10marks).**
- (b) Discuss five (5) characteristics of a good job description **(10marks).**

QUESTION FIVE

- (a) Explain five problems that are associated with delegation of authority in an educational Institution **(10marks).**
- (b) Describe five factors that can cause poor employee's relationship in an educational Organization **(10marks).**

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