

**MAASAI MARA**

**UNIVERSITY**

**SCHOOL OF BUSINESS AND ECONOMICS**

**COURSE: HUMAN RESOURCE POLICY II.**

**COURSE CODE: BHR 302**

# THIRD YEAR FIRST SEMESTER

**DATE: AUGUST 2015**

**ATTEMPT QUESTION ONE AND ANY OTHER THREE QUESTIONS:**

Question one

1. Giving relevant examples discuss the following terms in relation to human resource policy
2. Policy 2 marks
3. Review date 2 marks
4. Procedure 2 marks
5. Differentiate between effective date and the approval date giving an example of each 3 marks
6. Why is a human resource policy important to an organization? 6 marks
7. Identify five key human resource management areas where you would need to develop a policy and give reasons why you need to develop the policy. 10 marks

Question two

You have been appointed a human resource manager of Mawingu Mazuri Co. Ltd and the CEO has asked you to draft a policy on recruitment. Develop a policy to be submitted to the board for approval showing all the necessary parts 15 marks

Question three

1. In the policy development process it is important to involve the key stakeholders. You are planning to development a training and development policy for your organization. Identify three key stake holders and explain why you consider them important. 6 marks
2. The successful of any policy depends on the formulation and implementation process. Discuss the factors to be considered for a policy to be successful. 9 marks

Question four

1. Discuss the role that the Board of directors play in human resource policy development 5 marks
2. What are the advantages of an employee handbook 10 marks

Question five

1. Discuss the factors that you would consider when preparing a policy training session? 10 marks
2. Discuss the key drivers to policy review? 5 marks