



**PAC INSTITUTE OF TECHNOLOGY AND SOCIAL STUDIES
SEPTEMBER – DECEMBER 2024 ASSESSMENT**

FORMATIVE ASSESSMENT

Qualification Code : 041306T4HRM
Qualification : HRM LEVEL 6 (DIPLOMA)
Code : HRM/CU/BUS/CR/01/6/A
Unit of Competency : EMPLOYEE RESOURCING

**WRITTEN ASSESSMENT
TIME: 3 HOURS**

INSTRUCTIONS TO THE CANDIDATE:

- 1. Read all the instructions carefully before attempting the questions.*
- 2. This paper consists of two sections, A & B.*
- 3. You are allowed 3 Hours to Answer the questions.*
- 4. Marks for each question are indicated in brackets.*
- 5. Write your responses in the Separate Answer booklet provided.*
- 6. Do not write anything on this question paper.*

SECTION A: (40 MARKS)

Answer ALL questions in this section.

1. State three importance of manpower planning. [3 marks]
2. List four factors that affect or influence HRP. [4 marks]
3. Enumerate three areas contained in a job specification. [3 marks]
4. Outline any four advantages of job rotation. [4 marks]
5. State three importance of recruitment. [3 marks]
6. List two importance of trade unions. [2 marks]
7. State four uses of job analysis. [4 marks]
8. Enumerate three importance of technology in HRM. [3 marks]
9. List two ways reference check can be done during recruitment. [2 marks]
10. State four ways an applicant can be assessed during recruitment. [4 marks]
11. Highlight four mental attributes that can be included in a job specification. [4 marks]
12. Identify four advantages of job enlargement. [4 marks]

SECTION B: (60 MARKS)

Answer any **THREE** questions in this section.

QUESTION ONE

- a) HRP means deciding the number & type of the human resources required for each job, unit & the total company for a particular future date in order to carry out organizational activities. Discuss the purpose of HRP. [10 marks]
- b) Remuneration is the means by which an organization compensates its employees. Discuss the various ways this can be done. [10 marks]

QUESTION TWO

- a) Discuss the process of HRP. [10 marks]
- b) Job Enlargement means of increasing employee's satisfaction with routine jobs or increasing the number of tasks performed. Explain five advantages of this. [10 marks]

QUESTION THREE

Employee recruitment process is an elaborate process through which an organization replaces or gets new employees into new positions in an organization. Expound on this process. [20 marks]

QUESTION FOUR

- a) Discuss five methods of collecting job analysis data. [10 marks]
- b) HRP or manpower planning is essentially the process of getting the right number of qualified people into the right job at the right time. Outline five benefits of HRP. [10 marks]

QUESTION FIVE

You are the HR officer for a soap manufacturing company located along Mombasa road. As part of your duty, you have been asked to begin the recruitment process for an administrative position. Prepare a job description. [20 marks]