



PAN AFRICA CHRISTIAN UNIVERSITY
DIPLOMA IN LEADERSHIP AND MANAGEMENT
END OF SEMESTER EXAMINATION

DEPARTMENT: LEADERSHIP

COURSE CODE: DLM 110

COURSE TITLE: HUMAN RESOURCE MANAGEMENT

EXAM DATE:

TIME:

INSTRUCTIONS

- This exam script has **TWO (2)** sections.
- Read all questions carefully before attempting.
- Answer **ALL** questions in Section **A** and any other **TWO** questions in Section **B**.
- Final Exam (Total marks 40)

SECTION A: ANSWER ALL QUESTION IN THIS SECTION

1. (a) Define the following terms as they are used in Human Resource Management: -

(i) Human Resource Management (2 marks)

(ii) Recruitment (2 marks)

(iii) Selection (2 marks)

b) Name and explain two disadvantages of hiring an external candidate (4 marks)

2 (a) List and explain three reasons why employees leave an organization (6 marks)

(b) Identify and explain two types of training offered to new employees (4 marks)

SECTION B: ANSWER ANY TWO QUESTIONS IN THIS SECTION

3. Identify and explain five roles of Human Resource Management (10 marks)

4 a) Define recruitment strategy (2 Marks)

b) State and explain four recruitment strategies in an organization (8 marks)

5. a) Define selection process (2 marks)

b) Name and explain four aspects of a selection process (8 marks)

6. List and explain five items to be captured in a letter of agreement between a new employee and an organization (10 marks)

7. Name and explain five types of employee interviews (10 marks)

END