

041306T4BUS

BUSINESS MANAGEMENT LEVEL 6

BUS/OS/BM/CR/02/6

Manage Human Resource

July /Aug 2023



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

WRITTEN ASSESSMENT

Time: 3 hours

INSTRUCTIONS TO CANDIDATES

1. This paper has three sections **A**, **B** and **C**.
2. You are provided with a separate answer booklet.
3. Marks for each question are as indicated.
4. Do not write on the question paper.

This paper consists of FOUR (4) printed pages

**Candidates should check the question paper to ascertain that all pages
are printed as indicated and that no questions are missing**

SECTION A: (40 MARKS)

Answer all the questions

1. Having been newly appointed as a human resource manager of a failing company, highlight **four** key Performance indicators in assessing the state of the company. (4 marks)
2. Human resource managers have been forced to cooperate with social media managers for them to attain a goal of attracting skilled and competent employees. Outline **four** advantages of social networking in managing and promoting a workplace. (4 marks)
3. Highlight **four** important employee engagement strategies that you would advise a manager to employ. (4 marks)
4. State **four** disadvantages of high rates of employee turnover. (4marks)
5. Employee motivation capitalizes on all factors that can help increase on the levels of employee effort and attention on work related activities. Outline **four** primary advantages of motivating employees. (4 marks)
6. A visionary human resource manager must be in a capacity to forecast the quantity and quality of manpower required in future for their organization. State **four** factors that human resource managers consider while forecasting demand. (4 marks)
7. Highlight **four** advantages of teamwork (4 marks)
8. Outline **four** advantages of incorporating extra rewards in every department (4 marks)
9. State four factors that are likely to influence human resource training and development costs. (4 marks)
10. Outline **four** types of human resource plan. (4 marks)