



FINAL EXAMINATION

Student ID (in figures) :

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Student ID (in words) : _____

Subject Code : **HRM2114 HUMAN RESOURCE MANAGEMENT**
 Trimester & Year : September-December 2019

PART B : **SHORT ANSWER QUESTIONS (80 MARKS)**
INSTRUCTION(S) : **Answer ALL questions below.**
Write your answers in the Answer Booklet(s) provided.

QUESTIONS

1.
 - a. Explain the benefits of flexible work arrangements to the Employer. (10 MARKS)
 - b. Explain the benefits of flexible work arrangements to Employees. (10 MARKS)

TOTAL: (20 MARKS)

2.
 - a. Discuss possible causes of failure in the accomplishment at work (5 MARKS)
 - b. Elaborate on the following:
 - i. the actions to be taken to ensure that feedback is effective (5 MARKS)
 - ii. the methods to be used in giving an effective feedback (5 MARKS)

TOTAL: (15 MARKS)

3. Discuss the external influences on Staffing under the new employment practices (15 MARKS)

4. **CASE STUDY - SLEEPING ON THE JOB (30 MARKS)**

Case 1

A security officer was found sleeping on the job at 11:45pm. An investigation showed that he had consumed a bottle of beer before falling asleep. As he is a good employee, and this being his first such offence, the Company gave him a stern verbal warning on his misconduct.

Case 2

An administration executive was found sleeping on the job at 2:30pm. He has been with the company for 15 years without any misconduct. The company conducted a due inquiry and found him guilty and terminated his services with immediate effect citing reason that he had set a bad example as an executive

- i. Discuss the above two cases and advise whether the disciplinary actions taken were appropriate. (10 MARKS)
 - ii. Identify 5 examples each for:
 - a. Minor Misconduct (5 MARKS)
 - b. Major Misconduct (5 MARKS)
 - iii. Explain how you should manage a Disciplinary Meeting (10 MARKS)
- TOTAL: (30 MARKS)**

END OF EXAMINATION