SECTION 1: HUMAN RESOURCE MANAGEMENT

1. (a) One of the most common selection tools used in organisations all over the world is Panel Interviews. Briefly:

   (i) Describe this method of selection;
   (ii) Explain the strengths of this method;
   (iii) Discuss the challenges associated with this method. **(8 marks)**

   (b) There is increasing awareness and practice of information convergence in organisations. For example many organisations are adopting the use of intergrated information systems to guide their operations. A Human Resource Information System is in many organisations, part of their integrated information system.

   Briefly outline the advantages and disadvantages of using a Human Resource Information System.
   (7 marks)

2. (a) Define the term placement. **(2 marks)**

   (b) Discuss the advantages of having a formal induction programme. **(6 marks)**

   (c) " A transfer refers to a lateral movement of employees within the same grade, from one job to another." Justify the need for this. **(7 marks)**

SECTION 2: COMMERCIAL ACCOUNTS

3. Kirwa and Maina are in partnership sharing profits and losses equally. The following is their trial balance as at 30th June 2009.

	Dr. shs	Cr. Shs
Capital:		
Kirwa		350,000
Maina		295,000
Current accounts:		
Kirwa		13,060
Maina		2,980
Drawings [cost 900,000]		
Kirwa	64,000	
Maina	56.500	
Building (Cost 900,000)	660,000	
Fixtures at cost	110,000	
Provision for depreciation (fixture)		33,000
Debtors and Creditors	162,430	251,500