



## BRAINWARE UNIVERSITY

### Term End Examination 2020 - 21

Programme – Master of Business Administration

Course Name – Manpower Planning, Recruitment and Selection

Course Code - HR301

Semester / Year - Semester III

Time allotted : 75 Minutes

Full Marks : 60

[The figure in the margin indicates full marks. Candidates are required to give their answers in their own words as far as practicable.]

### Group-A

(Multiple Choice Type Question)

1 x 60=60

1. (Answer any Sixty)

(i) A statement of employee qualifications and experiences required for satisfactory performance of defined duties and tasks:

- |                      |                    |
|----------------------|--------------------|
| a) Job specification | b) Job description |
| c) Job enrichment    | d) None of these   |

(ii) The index which indicates employee separation status is:

- |                            |                    |
|----------------------------|--------------------|
| a) Employee turnover index | b) Stability index |
| c) Human development index | d) None of these   |

(iii) A job design strategy that increases the variety of responsibilities but requires the same skill level is referred as:

- |                    |                   |
|--------------------|-------------------|
| a) Job enlargement | b) Job enrichment |
| c) Job rotation    | d) All of these   |

(iv) A company has 200 employees. Among them, 160 employees have been working more than 1 year. The total workforce stability index of that company is

- |         |        |
|---------|--------|
| a) 0.75 | b) 0.8 |
| c) 0.85 | d) 0.9 |

(v) A company had 150 employees at the beginning of a year. The total number

of employees went down to 140 at the end of that year due to separation of 10 employees. The annual employee turnover rate is

- a) 0.05
- b) 0.069
- c) 0.067
- d) 0.04

(vi) Manpower demand forecasting method which smoothens random errors in a time-series data is known as:

- a) Managerial judgment
- b) Exponential smoothing
- c) Balanced scorecard
- d) None of these

(vii) Which of the following is a written statement that describes the activities, responsibilities, working conditions, reporting structure and supervisory responsibilities of a job?

- a) Job description
- b) Job specification
- c) Job rotation
- d) Job evaluation report

(viii) A process that is used for identifying and developing internal people with the potential to fill key business leadership positions in the company:

- a) Talented personnel creation
- b) Investing in human resources
- c) Succession planning
- d) None of these

(ix) Organization, where employees are provided with the opportunity to learn on continuous basis is:

- a) Formal
- b) Informal
- c) Bureaucratic
- d) Learning

(x) The poor quality of selection will mean extra cost on \_\_\_\_\_ and supervision.

- a) Training
- b) Recruitment
- c) Work quality
- d) None of these

(xi) A major internal factor that can determine the success of the recruiting

programme is whether or not the company engages in \_\_\_\_\_.

- a) HRP
- b) Selection
- c) Induction
- d) None of these

(xii) How many stages does the recruitment process comprise of?

- a) 2
- b) 6
- c) 9
- d) 5

(xiii) \_\_\_\_\_ express the relationship of applicant inputs to outputs at various decision points.

- a) Number of contacts
- b) Yield Ratios
- c) Type of contacts
- d) Technological sophistication

(xiv) Which decision in strategy development relates to the methods used in recruitment and selection?

- a) Sources of recruitment
- b) Technological sophistication
- c) Sequencing the activities in the recruitment process
- d) None of these

(xv) What is the natural perception of people on the process of recruitment and selection?

- a) Positive
- b) Negative
- c) Both positive and negative
- d) None of these

(xvi) What is the main objective of the recruitment and selection process?

- a) Recruit the right candidates
- b) Meet the high labour turnover
- c) To reduce the costs of recruiting
- d) None of these

(xvii) How does training and development offer competitive advantage to an organisation?

- a) Removing performance deficiencies
- b) Deficiency is caused by a lack of ability

- c) Individuals have the aptitude and motivation to learn
- d) None of these

(xviii) Choose which of the following is a benefit to the individual while receiving training?

- a) Creates an appropriate climate for growth, communication
- b) Aids in increasing productivity and/ or quality of work
- c) Satisfies a personal needs of the trainer
- d) None of these

(xix) Which of the following is a method used in group or organisational training needs assessment?

- a) Consideration of current and projected changes
- b) Rating scales
- c) Interviews
- d) Questionnaires

(xx) Which of these is the benefit of needs assessment?

- a) Assessment makes training department more accountable
- b) Higher training costs
- c) Loss of business
- d) Increased overtime working

(xxi) Which of the following is a learning principle?

- a) Recognition of individual differences
- b) Schedules of learning
- c) Transfer of learning
- d) All of the above

(xxii) The development and application of employees' skills and energies to accomplish the goals and objectives of the organization is called:

- a) Human resource management
- b) Human resource planning
- c) Selection
- d) Recruiting

(xxiii) Human resource planning techniques include the use of some or all of the following:

- a) Human resource inventories
- b) Action plans

- c) Control and evaluation
- d) All of the above

(xxiv) All of the following are sources of internal recruiting except:

- a) Job posting
- b) Employee recommendations
- c) Advertisements
- d) Transfer

(xxv) A formal, systematic appraisal of the qualitative and quantitative aspects of an employee's performance is called:

- a) Performance evaluation
- b) Performance appraisal
- c) Performance analysis
- d) Orientation

(xxvi) Recruitment or manpower selection process is the first step in the employment of \_\_\_\_\_

- a) Labour
- b) Management
- c) Both Labour and Management
- d) None of these

(xxvii) \_\_\_\_\_ are firms that are looked upon as 'head hunters', 'raiders' and 'pirates' by organizations which lose personnel through their efforts.

- a) Professional institutions
- b) Labour unions
- c) Recruiting firms
- d) Employment agencies

(xxviii) \_\_\_\_\_ is the hiring of relatives which will be an inevitable component of recruitment programmes in family owned firms.

- a) Leasing
- b) Nepotism
- c) Loyalty
- d) None of these

(xxix) The \_\_\_\_\_ and the job applicant are interrelated at each step in the selection procedure.

- a) Job specification
- b) Job evaluation
- c) Both Job specification and Job evaluation
- d) None of these

(xxx) \_\_\_\_\_ is the process of searching for prospective employees and stimulating them to apply for jobs in the organization.

- a) Advertising
- b) Selection
- c) Recruitment
- d) None of these

(xxxii) A successful and effective recruitment programme necessitates a well-defined:

- a) Recruitment policy
- b) A proper organizational structure
- c) Procedures for locating sources of manpower resources
- d) All of these

(xxxiii) The following is probably the most widely used single method of selection:

- a) Psychological test
- b) Interviewing
- c) Both Psychological test and Interviewing
- d) None of these

(xxxiiii) The following is a type of interview:

- a) Stress interview
- b) Depth interview
- c) Patterned interview
- d) All of these

(xxxv) \_\_\_\_\_ is concerned with the problem of introducing or orienting a new employee to the organization.

- a) Selection
- b) Recruitment
- c) Induction
- d) Interviewing

(xxxvi) The following training aims to provide broad training to enable the trainee to take up a wide variety of tasks within his field of specialization:

- a) Demonstration
- b) On-the-job training
- c) Apprenticeship
- d) All of these

(xxxvii) Demonstration type of training method is used to train:

- a) Workers
- b) Supervision
- c) Managers
- d) All of these

(xxxvii) \_\_\_\_\_ is widely used for human relations and leadership training:

- a) Business games
- b) Role playing
- c) Case study method
- d) Job rotation

(xxxviii) The process of enhancing the technical skills of workers in a short period is called:

- a) Training
- b) Development
- c) Education
- d) None of these

(xxxix) Training need analysis takes place during which phase of the training process?

- a) Deciding what to teach
- b) Deciding how to maximize participant learning
- c) Choosing appropriate instructional methods
- d) Determining whether training programmes are effective

(xl) HRM can be performed by

- a) Staff manager (HR manager)
- b) Line manager
- c) Both Staff manager (HR manager) and Line manager
- d) None of these

(xli) \_\_\_\_\_ is a training method which puts the participant in a 3-D environment.

- a) Programmed Instructions
- b) Intelligent Tutorial System
- c) Virtual Reality
- d) All

(xlii) \_\_\_\_\_ methods are most suitable for skill development.

- a) Cognitive
- b) Behavioural
- c) Both Cognitive and Behavioural
- d) None

(xliv) \_\_\_\_\_ is creating computer versions of real-life games.

- a) Intelligent Tutorial System
- b) Programmed Instructions
- c) Virtual Reality
- d) Simulations

(xlv) \_\_\_\_\_ are specialized recruiters exist to seek staff with very narrow specialty

- a) Traditional Agencies
- b) Headhunters
- c) In-house Recruitment
- d) Niche Recruiters

(xlv) Which of the following is a technique for “On The Job Training”?

- a) Job Instruction Technique
- b) Sensitivity Training
- c) Simulation Exercises
- d) Transactional Analysis

(xlv) HRM is more \_\_\_\_\_ whereas Personnel Management is slightly narrow

- a) Complex
- b) Detailed
- c) Mechanical
- d) Growth-oriented

(xlv) In this method of training, an effort is made to expose participants to concepts and theories, basic principles, and pure and applied knowledge in any subject area.

- a) Knowledge based Methods
- b) Experiential Methods
- c) Simulation Methods
- d) Mentoring

(xlv) The advantage of employee reward system includes:

- a) Better employee retention
- b) Better employee attitude
- c) Cost control
- d) All of these

(xlv) What are the major drawbacks of incentive schemes?

- a) Conflict regarding scheme
- b) Violation of safety norms with an



intention to produce more.

c) Quality deterioration

d) All of these

(l) The lowest wage employers can legally pay to workers according to legislation:

a) Minimum wage

b) Fair wage

c) Living wage

d) None of these

(li) Straight piece-rate incentive is calculated on the basis of:

a) Per unit of articles produced

b) Articles produced per hour

c) Both Per unit of articles produced and Articles produced per hour

d) Neither Per unit of articles produced and Articles produced per hour

(lii) Strategic component of remuneration for executives:

a) Basic pay

b) Employee Stock Options

c) Both Basic pay and Employee Stock Options

d) Neither Basic pay and Employee Stock Options

(liii) Set of procedures which makes the things happen in a systematic way:

a) Standing order

b) Policy

c) Rules

d) Strategies

(liv) The benefits of strategic selection process include:

a) Judgment of employee behavior

b) Measurement of employee skills

c) Consistency of recruitment process

d) All of these

(lv) The primary source of competitive advantage in SHRM is

a) People

b) Pattern

c) Technology

d) Process

(lvi) Organizational growth needs to be meshed with the \_\_\_\_\_

growth

- a) Managerial
- b) Profit
- c) Individual
- d) Team's

(lvii) 'The process by which a management determines how an organization should move from its current manpower position to its desired manpower position' is:

- a) Human resource management
- b) Human resource planning
- c) Performance appraisal
- d) Selection

(lviii) Problem solving skills are more related to \_\_\_\_\_ activities

- a) Training
- b) Networking
- c) Decision making
- d) Appraisal

(lix) The term \_\_\_\_\_ is commonly used for those employees whose pay is calculated according to the number of hours worked.

- a) Pay
- b) Reward
- c) Wage
- d) Salary

(lx) A company has 500 employees. Out of the total workforce, 50 employees are new and are yet to complete their first year of service. The total workforce stability index of that company is:

- a) 0.75
- b) 0.8
- c) 0.85
- d) 0.9