



BRAINWARE UNIVERSITY

Term End Examination 2021 - 22

Programme – Bachelor of Business Administration

Course Name – Human Resource Planning

Course Code - BBAD502H

(Semester V)

Time : 1 Hr.15 Min.

Full Marks : 60

[The figure in the margin indicates full marks.]

Group-A

(Multiple Choice Type Question)

1 x 60=60

Choose the correct alternative from the following :

- (1) _____ is the step where the management finds out how effective it has been at hiring and placing employees.
 - a) Performance Management
 - b) Performance analysis
 - c) Performance appraisal
 - d) Performance evaluation
- (2) _____ is not a step of performance appraisal
 - a) Communicating standards
 - b) comparing actual with standards
 - c) Discussing the results
 - d) adjusting the standards
- (3) The actual performance is compared with the standard performance to
 - a) Identify the gap
 - b) give them training
 - c) improve performance
 - d) all of the above
- (4) "He is not formally dressed up in the office. He may be casual at work too!". This is an example of _____ bias in Performance Appraisal
 - a) Halo effect
 - b) Central Tendency
 - c) Horn effect
 - d) Stereo Typing
- (5) First Impression in a performance appraisal bias denotes _____
 - a) Halo effect
 - b) Primary effect
 - c) Horn effect
 - d) Stereo Typing
- (6) _____ evaluates whether human resource programs being implemented in the organization have been effective.
 - a) Performance appraisal
 - b) Feedback
 - c) Survey
 - d) Exit interviews
- (7) The actual performance of an individual is measured in terms of its _____
 - a) Input and output
 - b) efficiency and effectiveness

- c) Returns to the organisation
 (8) This step of performance appraisal process finds out the deviation occurred in actual performance
 a) Fixing standards
 c) Communication of standards
 (9) The corrective actions in Performance include
 a) Correct Deviations
 c) Neither a nor b
 (10) The concept of MBO was developed by
 a) Elton Mayo
 c) Peter Drucker
 (11) Training occurs as a result of
 a) Instruction
 c) development
 (12) Training refers to the process of imparting _____ skills
 a) Specific
 c) Important
 (13) _____ is any learning activity, which is directed towards future needs rather than present needs
 a) Training
 c) Instruction
 (14) _____ is a theoretical learning in classrooms
 a) Development
 c) Education
 (15) _____ is application oriented
 a) Training
 c) Learning
 (16) Which of the following is not a method of Individual training need identification?
 a) Attitude survey
 c) exit interview
 (17) Which of the following is method of off the job training
 a) Supervision
 c) Role play
 (18) HRD Does not include
 a) Career Planning
 c) Managerial Planning
 (19) HRD activities will benefit
 a) Employees
 c) Neither A nor B
 (20) On the date of joining the employee is introduced to the company and other employees this process is called as
 a) Training
 c) Introduction
 (21) Environmental uncertainties is one of the factors that affects
- d) Business earned by him
 b) Measuring actual performance
 d) Discuss Appraisal With The Employee
 b) Change Standards
 d) Both a & b
 b) F.W. Taylor
 d) Philip Kotler
 b) education
 d) all of the above
 b) General
 d) Over all
 b) Education
 d) Development
 b) Training
 d) Teaching
 b) Education
 d) None of the above
 b) work sample
 d) interview
 b) Job instruction
 d) Job rotation
 b) Succession Planning
 d) MBO
 b) Organisation
 d) Both A and B
 b) Induction
 d) Fresher welcome

- a) HRM
c) HRP
- b) SHRM
d) HRD
- (22) Which one of the following is not a part of Process of Human resource planning
- a) Analyzing existing HR
c) recruitment
- b) Implementation of HR plan
d) Analysing organisational objective
- (23) Job Description doesn't contain detail about
- a) Educational qualification
c) Location
- b) Job summary
d) Working Condition
- (24) Techniques of collecting Job Analysis Data does not include
- a) Personal observe
c) Maintenance of log records
- b) Training
d) Sending out questionnaires
- (25) Directing, being one of the preeminent functions of Human Resource Management that falls under _____
- a) Operative functions
c) Managerial functions
- b) Technical functions
d) Behavioral functions
- (26) Human Resource planning is compulsory for _____
- a) effective employee development programme
c) base for selection policy
- b) base for recruitment
d) all of these
- (27) Job specification includes _____.
- a) Physical characteristics
c) Personal characteristics
- b) Psychological characteristics
d) all of these
- (28) Skills inventory, replacement charts, Markov analysis, regression analysis all are types of _____.
- a) redundancy plan
c) retention plan
- b) training plan
d) forecasting methods
- (29) To calculate the number of persons required for various jobs with reference to a planned output is called
- a) work load analysis
c) job analysis
- b) workforce analysis
d) forecasting
- (30) Human Resource planning consists of –
- a) determining the jobs to be done / identifying the skills / estimating the exists likely / filling up the requirements
c) Estimating the turnover likely to happen in near future
- b) identifying the skills / filling up the requirements
d) determining the jobs to be done
- (31) Role of performance management is to accomplish –
- a) Performance needs of the organisation
c) Motivate individuals / provide data adopt condition of human capital + (b)
- b) Guide the development of individuals for skill and knowledge
d) All above
- (32) Campus selection is a _____ source of recruitment
- a) external
c) macro
- b) internal
d) none of the above
- (33) _____ is the Last stage in Career planning
- a) resignation
c) withdrawal
- b) resume building
d) negotiation

- (34) When an employee is appraised by all the members in the organization like superior, subordinate, peer, customer etc., is called as _____
- Employee Self-Assessment
 - The 360-Degree Appraisal
 - Ranking Appraisal
 - Performance Appraisal
- (35) The employees appraised based on their reaction on critical situation is _____ performance appraisal method
- Critical incident method
 - Critical appraisal method
 - Critical situation method
 - Critical performance method
- (36) HR Planning involves four distinct phases ONE of these stages is
- business scanning
 - Forecasting human resource records
 - Organisation development
 - planning
- (37) Job evaluation is based on the:
- Complexity of the job to perform
 - Conceptual skill required by the job
 - Relative job worth for an organization
 - Physical skills required by the job
- (38) _____ is a performance measure of both efficiency and effectiveness.
- Organisational behaviour
 - Organisational citizenship
 - Employee productivity
 - None of these
- (39) Which of the following is a benefit of employee training?
- Improves morale
 - Helps people identify with organisational goals
 - Provides a good climate for learning, growth and co-ordination
 - None of these
- (40) Which of the following is a method used in group or organisational training needs assessment?
- Consideration of current and projected changes
 - Rating scales
 - Interviews
 - Questionnaires
- (41) The focuses of psychological appraisals are on _____
- Future potential
 - Actual performance
 - Past performance
 - None of these
- (42) What techniques are used while analysing the internal supply?
- Inflows and outflows
 - Turnover rate
 - Conditions of work and absenteeism
 - All of these
- (43) Recruitment and selection must be effective to ensure it:
- Offsets high labour turnover
 - Delivers the highest calibre of individuals at optimum cost
 - To have a surplus in case of sickness and absence
 - Encourages new blood into the organization
- (44) Performance appraisals are designed to motivate workers by providing them with feedback, recognition, and what?
- Better work facilities
 - Equal opportunities
 - Greater work autonomy
 - Praise
- (45) _____ refers to the learning opportunities designed to help employees grow.
- Training
 - Development
 - Education
 - All of these
- (46) Which of these is an off-the-job training method?

- a) Television
c) Orientation training
- b) Job rotation
d) Coaching
- (47) The following is (are) concerned with developing a pool of candidates in line with the human resources plan
- a) Development
c) Recruitment
- b) Training
d) All of these
- (48) Competencies are the
- a) Knowledge
c) Behaviour
- b) Skills
d) All of these
- (49) The voluntary and involuntary permanent withdrawal from an organisation is called _____.
- a) Turnover
c) Misbehaviour
- b) Behaviour
d) None of these
- (50) How does training and development offer competitive advantage to an organisation?
- a) Removing performance deficiencies
c) Deficiency is caused by a lack of ability
- b) Individuals have the aptitude and motivation to learn
d) None of these
- (51) _____ seeks to examine the goals of the organisation and the trends that are likely to affect these goals.
- a) Organisational Support
c) Person analysis
- b) Organisational analysis
d) Key skill abilities analysis
- (52) What are the pre - requisites for successful human resource planning?
- a) Backing of top management
c) Techniques of planning should be the best
- b) Personal records must be complete
d) All of these
- (53) Performance development plan is set for the employee by his immediate boss.
- a) Employer
c) Immediate boss
- b) Department Head
d) None of these
- (54) The process of providing the trainees the information about their performance
- a) Feedback
c) Suggestion
- b) Observation
d) Research
- (55) Too great a reliance on internal recruitment can result in _____.
- a) Reduced job performance
c) Internal conflict
- b) Higher labour turnover
d) Poor group dynamics
- (56) A portrayal of replacing the employees is
- a) Job chart
c) Workers chart
- b) Replacement chart
d) Employees chart
- (57) In depth description of a particular situation _____
- a) Group Discussion
c) Case
- b) Personal Interview
d) Survey
- (58) The test which compare employee performance with job requirements _____
- a) Selection test
c) Achievement test
- b) Preference test
d) Simulation
- (59) Job enlargement expands _____
- a) Upward
b) Downward

c) Horizontally

d) Vertically

(60) Many colleges and universities have arranged for students to work part-time in a special training program as part of their education. This training is called _____

a) College trainee experience

b) Educational credits program

c) Coordinated education

d) An internship