BRAINWARE UNIVERSITY

Term End Examination 2022
Programme – MBA-2020/MBA-2021
Course Name – Manpower Planning, Recruitment and Selection
Course Code - HR301
(Semester III)

Full Marks : 60

Time : 2:30 Hours

[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 15=15

1. *Choose the correct alternative from the following :*

(i) Effective manpower planning is observed as ___ the right number of people and right kind of people at the right place and at the right time doing the right things .

    a) Utilizing
    b) Maintaining
    c) Motivating
    d) Hiring

(ii) .Following forecasting ,the technique uses a recall practice of the firm or organization keeping the principle year as a basis and a central tendency or measure .

    a) Expert forecast
    b) Workforce evaluation
    c) Trend analysis
    d) Workload analysis

(iii) Lectures and self-study can be used to develop more general skill and knowledge that can be used in a variety of situation. Identify the method.

    a) Off the job training
    b) Induction
    c) On the job training
    d) Leadership program

(iv) Interpret the competency model that should be developed using --- method so that the organization creates a model that reflects its own strategy, customers.

    a) Motivation
    b) Change the interview
    c) Behaviour interview
    d) None of this

(v) _____distinguishes to the value beliefs adherence to rule and regulation , and management style demonstrated consistently .

    a) Organization environment
    b) Organizational structure
    c) Culture
    d) Competency mapping

(vi) _____ illustrate selecting candidates for a detailed or lengthy training process for the job they are supposed to do.

    a) Direct hiring
    b) Earn while you learn
    c) Train to hire
    d) None of these

(vii) _____ is a tool simulated by the management to pre-empt future conditions

or influence of these factors based on built-up scenarios.

a) Research
b) Performance management
c) Scenario planning
d) Action planning

(viii) _____ employs a balance between the demand and supply of the market.

a) Manpower retention
b) Job classification
c) Job evaluation
d) Manpower planning

(ix) Employee performance _____ is compared from peers, colleagues, seniors, subordinates, and the management.

a) Checking
b) Rating
c) Feedback
d) Evaluation

(x) Illustrate the mode of recruitment is through advertisements, newspapers and want ads?

a) Direct
b) Indirect
c) On payroll
d) None of the above

(xi) Choose anyone of these is an alternative to recruitments?

a) Employee leasing
b) Contractors
c) Trade associations
d) None of the above

(xii) Decide upon the least expensive method for recruitment?

a) Walk-in interviews
b) Campus placements
c) Employment exchange
d) Consultants

(xiii) Find errors from the following w.r.t part of job description?

a) Job title
b) General information
c) Induction process
d) Purpose of position

(xiv) Validity of a particular recruitment technique is expressed on a scale of _____

a) 1 to 10
b) 0 to 5
c) 1 to 100
d) 0 to 1

(xv) May be defined as a strategy for the procurement development , allocation and utilization of an enterprise human resources .

a) HRM
b) Manpower planning
c) Induction
d) Career management

Group-B
(Short Answer Type Questions)
3 x 5=15

2. Determine one important aspect of manpower planning ? (3)
3. Explain job specification ? (3)
4. Devise one uses of job analysis? (3)
5. Argue about the process of selection ? (3)
6. Appraise employee safety ? (3)

OR

Infer about manpower requirement? (3)

Group-C
(Long Answer Type Questions)
5 x 6=30

7. Integrate Human Resource Planning with suitable explanation. (5)
8. Intervene HR Demand Forecasting in your own words? (5)
9. 5. What is manpower planning? How does it relate to other human resource management activities? (5)
10. How is human resource planning reframed to overall strategic planning? (5)
11. Appraise strategic human resource planning in retrospect with human resource planning? (5)
12. Generalize Man Power Planning at Macro Level (5)

OR

Determine various stages in the process of selection with examples   (5)

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