

Semester- III
Course- B.Com(H)
Subject- Human Resource Management
All Hons, General Elective

ASSIGNMENT

Assignment 1

Ques1: Explain the selection process in detail

Ques2: Explain recent trends of recruitment, selection and training.

Assignment2:

Attempt any 2

Ques1: Explain Types of Performance Appraisal

Ques2: Explain performance Linked compensation Plans

Ques3: Explain the following:

- a) Work life Balance
- b) E HRM
- c) Employee Empowerment
- d) Downsizing

CLASS TEST

- 1) The process to do demand forecast and supply forecast in order to have right person at right job is called
 - Job analysis
 - Job design
 - Human resource planning
- 2) Which of the following is not a part of HRP:
 - Analyzing Existing HR
 - Implementing HR plan
 - Recruitment
 - Analyzing organizational objective
- 3) _____ Involves collection of job related information
 - Job description
 - Job analysis
 - Job designing
 - None of the above

- 4) _____ is a statement of human qualification necessary to do job.
- Job description
 - Job specialization
 - Job analysis
 - None of the above
- 5) _____ is determination of the job to which a selected candidate is to be assigned and his assignment to the job.
- 6) 3 stages of socialization are?
- 7) _____ is concerned with transferring technical knowhow to employees for doing a particular job whereas _____ is concerned with the growth of employees in all respects.
- 8) This method is devoid of personal bias and is done by group of people comprising of supervisor and 2-3 other persons of some knowledge.
- Rating
 - Essay method
 - Field review method
 - Group appraisal
- 9) _____ are designed to identify the critical areas of performance for a job and to describe the more effective and less effective job behavior for getting results.
- 10) Which one leads to increase in responsibilities, duties, pay package and status?
- Separation
 - Transfer
 - Promotion
 - Up gradation
- 11) _____ is a two way process to provide guidance and help to employee in order to better adjust in environment and behave maturely.
- 12) Give 5 examples of traditional methods of performance appraisal.
- 13) This system is based on the presumption that the employee can be divided into five categories and involves multipurpose evaluation:
- Ranking
 - Forced distribution
 - Graphical Rating scale

- Critical incidents

14) Scales are established for number of factors and qualities. These are of two types: characteristics and contribution. Name the types of appraisal.

- Checklist
- Ranking
- Forced distribution
- Graphic Rating scale

15) _____ is the analysis of various jobs to know the demand which the normal performance of particular job makes an average employee.

MULTIPLE CHOICE QUESTIONS

1. This system is based on the presumption that the employee can be divided into five categories and involves multipurpose evaluation:

- Ranking
- Forced distribution
- Graphical Rating scale
- Critical incidents

Ans- Forced distribution

2. Scales are established for number of factors and qualities. These are of two types: characteristics and contribution. Name the types of appraisal.

- Checklist
- Ranking
- Forced distribution
- Graphic Rating scale

Ans- Graphic Rating Scale

3. This method is devoid of personal bias and is done by group of people comprising of supervisor and 2-3 other persons of some knowledge.

- Rating
- Essay method
- Field review method
- Group appraisal

Ans- Group Appraisal

4. Which one leads to increase in responsibilities, duties, pay package and status?

- Separation
- Transfer
- Promotion
- Up gradation

Ans- promotion

5. Full Form of HRM is:

- Human resource management
- Human Relationship management
- Humanistic resource management
- Human resourceful Management

Ans- Human Resource Management

6. Job Analysis is a systematic procedure for securing and reporting information defining a _____.

- Specific Job
- Specific product
- Specific service
- All of the above

Ans – all of the above

7. Job analysis, HR planning, recruitment, selection, placement, inductions and internal mobility are few important functions which come under the heading of _____ of HRM.

- integration function
- development
- maintenance
- procurement function

Ans- Integration Function

8. **Which of the following is a method of collection of information for job analysis?**

- Questionnaire
- Ration analysis
- Optimization needs
- Trend analysis

Ans- Questionnaire

9. _____ provides information on the human attributes in terms of education, skills, aptitudes, and experience necessary to perform a job effectively.

- Job description
- Job specialization
- Job analysis
- Job evaluation

Ans- Job Description

10. **Job specification includes** _____.

- Physical characteristics
- Psychological characteristic
- Personal characteristics
- All of the above

Ans- All of the above

11. **Scope of the HRM includes** _____?

- Retirement and separation of employees
- Hr training and development
- Industrial relation
- All

Ans- All of the above

12. On the date of joining, employee is introduced to the company and other employees, this process is called

- Job welcome
- Job training
- Induction
- Fresher

Ans- Induction

13. The process to do demand forecast and supply forecast in order to have right person at right job is called

- Job analysis
- Job design

- Human resource planning
- Human resource management

Ans- Human Resource Planning

14. Which of the following is not a part of HRP:

- Analyzing Existing HR
- Implementing HR plan
- Recruitment
- Analyzing organizational objective

Ans- Recruitment.