

TIME: 40 minutes

MAXIMUM MARKS: 30

SEM	SET	PAPER CODE	TITLE OF THE PAPER
II	2014	14SMS2101	HUMAN RESOURCE MANAGEMENT

SECTION - A**Answer all the questions:****30 × 1 = 30****Choose the correct answer:**

- _____ aims to attain the goals of individual, organization and society in an integrated approach.
a) HRD b) HRM c) PRA d) HR
- The case of conflicts and disputes HR manager acts as a _____ between management and employees.
a) Mediator b) Counsellor
c) Advisor d) Liaison
- _____ skills are needed for HR manager to motivate, direct and create enthusiasm among employees.
a) Decision making b) Executive
c) Educational d) Leadership
- _____ acts as a challenging force for HR manager in signing agreements, recruitment, retrenchment etc.
a) Trade unions b) Execution
c) Communication d) Employees
- The last function of HRM is _____ of personnel.
a) Procurement b) Maintenance
c) Separation d) Employment

6. _____function is defined as the adequate and equitable remuneration of personnel.
- a) Integration
 - b) Compensation
 - c) Controlling
 - d) Maintenance
7. HRP is also known as _____.
- a) Personnel planning
 - b) Organizational planning
 - c) Resource planning
 - d) Investment planning
8. _____is the process of estimating future quantity and quality of people required.
- a) Judgement
 - b) Demand forecasting
 - c) Supply forecasting
 - d) Requirements
9. An organization should have _____before actual recruitment begins.
- a) Vacancy
 - b) Applicants
 - c) Recruitment policy
 - d) Good image
10. _____tests are defined as the capacity for abstract thinking and reasoning.
- a) Personality
 - b) Aptitude
 - c) Interest
 - d) Intelligence
11. A conversation with a purpose is known as an _____.
- a) Selection
 - b) Interview
 - c) Screening
 - d) Recruitment
12. _____is concerned with the introduction of new employee to the organization.
- a) Placement
 - b) Training
 - c) Development
 - d) Introduction
13. _____is creativity – training technique.
- a) Role playing
 - b) Case study method
 - c) Brain storming
 - d) Vestibule school
14. _____is the simplest and oldest method of performance appraisal.
- a) Grading
 - b) Ranking
 - c) Comparison
 - d) Check lists

15. Comparing Actual Performance with the standard performance is called ____.
- a) 360°c feed back b) Career planning
c) Motivation d) Performance appraisal
16. The aim of ____ is to provide a sense of direction.
- a) Traditional HRM b) Strategic HRM
c) Business strategy d) Business policy
17. ____ is not a statistical measure but a subjective expression.
- a) Face validity b) Rational validity
c) Predictive validity d) Reliability
18. ____ tests can be administered to a large number of people at the same time.
- a) Individual tests b) Group tests
c) Aptitude tests d) Personality tests
19. Interview which will be planned to a high degree of precision and accuracy is called ____.
- a) Structured interview b) Unstructured interview
c) Situation interview d) Stress interview
20. ____ is essential for the overall growth of workers.
- a) Training b) Performance
c) Recruitment d) Globalization
21. Training in which a person learns a job by actually doing it is called ____.
- a) On the job training b) Off the job training
c) Role playing d) In-basket exercise
22. When a fresh employee enters the organization it is called as ____.
- a) Establishment stage b) Exploratory stage
c) Maintenance stage d) Decline stage

