

Date: _____ **Time: 20 mins** **Human Resource Management (SPM)**
Quiz:02 **Marks:30**

▪ **OVER WRITING/CORRECTIONS/CHEATING = ZERO**

1. In job analysis, decide how you will use the information is
 - a. Step 5
 - b. Step 3
 - c. Step 1
 - d. Step 4
2. In job analysis, review relevant background information such as organization charts, process charts, and job descriptions is
 - a. Step 2
 - b. Step 5
 - c. Step 3
 - d. Step 1
3. In job analysis, select representative positions is
 - e. Step 3
 - f. Step 1
 - g. Step 5
 - h. Step 2
4. In job analysis, actually analyze the job by collecting data on job activities, working conditions, and human traits and abilities needed to perform the job is
 - a. Step 6
 - b. Step 3
 - c. Step 5
 - d. Step 4
5. In job analysis, verify the job analysis information with the worker performing the job and with his or her immediate supervisor is
 - a. Step 3
 - b. Step 4
 - c. Step 5
 - d. Step 6
6. In personnel planning, studying variations in the firm's employment levels over last few years is
 - a. Ratio analysis
 - b. Trend analysis
 - c. Markov analysis
 - d. Scatter plot
7. In personnel planning, making forecasts based on the historical ratio between (1) some causal factor (like sales volume) and (2) the number of employees required (such as number of salespeople) is
 - a. Trend analysis
 - b. Markov analysis
 - c. Ratio analysis
 - d. Scatter plotting
8. In personnel planning, graphically depicting how two variables such as sales and your firm's staffing levels are related to estimate business need is
 - a. Markov analysis

- b. Trend analysis
 - c. Ratio analysis
 - d. Scatter plotting
- 9. In personnel planning, forecasting the probabilities that employees in the chain of feeder positions for a key job, will move from position to position and therefore be available to fill the key position
 - a. Trend analysis
 - b. Ratio analysis
 - c. Scatter plotting
 - d. Markov analysis
- 10. In Employee Testing, The accuracy with which a test/interview measures what it claims to measure is
 - a. Test Validity
 - b. Criterion Validity
 - c. Construct Validity
 - d. Content Validity
- 11. In Employee Testing, The test that contains a fair sample of the tasks and skills actually needed for the job is
 - a. Test Validity
 - b. Criterion Validity
 - c. Construct Validity
 - d. Content Validity
- 12. In Employee Testing, A test that demonstrates that a selection procedure measures (an abstract idea such as morale or honesty) which is important for successful job performance is
 - a. Test Validity
 - b. Criterion Validity
 - c. Construct Validity
 - d. Content Validity
- 13. In Employee Testing, validity type that shows that scores on the test (predictors) are related to job performance is
 - a. Test Validity
 - b. Criterion Validity
 - c. Construct Validity
 - d. Content Validity
- 14. In Interviewing Candidates, “Can you think of a time when you had to make difficult decision” is which type of question
 - a. Behavioral Question
 - a. Situational Question
 - b. Stress interview Behavioral Question
 - c. Puzzle Question
- 15. In Interviewing Candidates, “What would you do if your subordinate starts coming late to work 3 days in a row” is which type of question
 - a. Behavioral Question
 - b. Situational Question
 - c. Stress interview Behavioral Question
 - d. Puzzle Question