

Unit 9 - Week 7

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Assignment 7

The due date for submitting this assignment has passed.
As per our records you have not submitted this assignment.

Due on 2020-11-04, 23:59 IST.

1) There are different types of staffing functions in management. Which staffing function is involved estimating the needs of human resource for the organization?

☐

(a) Recruitment

☐

(b) Selection

☐

(c) Manpower Planning

☐

(d) Training & Development

No, the answer is incorrect.
Score: 0
Accepted Answers:
(c) Manpower Planning

1 point

2) XYZ is a global consultancy organisation with professional team of managers. They follow scientific approach of human resource management. The component of human resource management relates to –

☐

(a) Personal development

☐

(b) Coordination

☐

(c) Leadership

☐

(d) Organizational behaviour

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) Personal development

1 point

3) One of your colleagues is in Charge of Human Resource Management. He is seeking your help to draft a policy for human resource development. You suggested him some components he needs to be taken care of. Find out which one is not your suggestion?

☐

(a) Manpower planning

☐

(b) Training and staff development

☐

(c) Both (a) and (b)

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(c) Both (a) and (b)

0 points

4) Skills, knowledge and experience are very important aspects for a manager to successfully operate his/her organisation. Individual perception plays significant role in this direction. No manager can do well unless his/her perception is at the desired level. Managerial application of perception is:

☐

(a) Interpersonal working relationship

☐

(b) Selection of employees

☐

(c) Performance appraisal

☐

(d) All of these

No, the answer is incorrect.
Score: 0
Accepted Answers:
(c) Performance appraisal

0 points

5) Which one of the following is related to areas of activities under human resource planning?

☐

(a) Benefit cost analysis

☐

(b) Accounting and auditing

☐

(c) Supply forecasting

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(c) Supply forecasting

1 point

6) Which one is an important item for job description?

☐

(a) Education

☐

(b) Training

☐

(c) Experience

☐

(d) Job title

No, the answer is incorrect.
Score: 0
Accepted Answers:
(d) Job title

1 point

7)is the process of finding and attracting capable applicants for employment. Fill up blank with suitable word from the following.

☐

(a) Selection

☐

(b) Recruitment

☐

(c) Vacancy circular

☐

(d) All of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(b) Recruitment

1 point

8) Human resource planning helps systematically -----an organisation's future demand for and supply of employees. Fill up blank with suitable word from the following.

☐

(a) Forecasting

☐

(b) Analysing

☐

(c) Assessing

☐

(d) Reporting

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) Forecasting

1 point

9) Job analysis specifies the tasks and duties of jobs and the qualification expected from prospective jobholders.

☐

(a) Agree fully

☐

(b) Agree partially

☐

(c) Neither agree nor disagree

☐

(d) Disagree fully

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) Agree fully

1 point

10) Which one is a method of performance appraisal?

☐

(a) Check lists

☐

(b) Annual confidential report

☐

(c) Field review method

☐

(d) All the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(d) All the above

1 point

11) External sources of recruitment include

☐

(a) Employee referral

☐

(b) Previous applicants

☐

(c) Former employee

☐

(d) Employment exchange

No, the answer is incorrect.
Score: 0
Accepted Answers:
(d) Employment exchange

1 point

12) Which one indicates the process of Job analysis properly?

☐

(a) Job description, gather information, process information and job specification.

☐

(b) Gather information, process information, job description and job specification.

☐

(c) Job description, job specification, gather information and process information.

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(b) Gather information, process information, job description and job specification.

1 point

13) Supply forecasting is an area of activities of? Fill up blank with suitable word from the following

☐

(a) Manpower planning

☐

(b) Human resource planning

☐

(c) Human resource development

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(b) Human resource planning

1 point

14) Collecting job related data and using the same for several purposes is related to-

☐

(a) Job analysis

☐

(b) Job evaluation

☐

(c) Huma resource planning

☐

(d) Induction

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) Job analysis

1 point

15) Recruitment and selection together constitute the process of employee hiring or procurement.

☐

(a) True

☐

(b) False

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) True

1 point

16) Which one related to the statement- 'estimating future manpower needs by reference to corporate and functional plans and forecasts of future activity levels.'

☐

(a) Supply forecasting

☐

(b) Demand forecasting

☐

(c) Budgeting and control

☐

(d) All the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(b) Demand forecasting

1 point

17)is the process of picking individuals with requisite qualifications and competence to fill jobs in the organisation.

☐

(a) Recruitment

☐

(b) Promotion

☐

(c) Selection

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(c) Selection

1 point

18) Next to recruitment, the logical step is -----?

☐

(a) Training

☐

(b) Orientation

☐

(c) Employment

☐

(d) Selection

No, the answer is incorrect.
Score: 0
Accepted Answers:
(d) Selection

1 point

19) Which one of the followings helps an organisation to staff itself with right people at the right time?

☐

(a) Recruitment

☐

(b) Selection

☐

(c) Employment

☐

(d) Human resource planning

No, the answer is incorrect.
Score: 0
Accepted Answers:
(d) Human resource planning

1 point

20) 'To assess the training and development needs of employees' is an objective of what?

☐

(a) Performance appraisal

☐

(b) Human resource planning

☐

(c) Manpower planning

☐

(d) None of the above

No, the answer is incorrect.
Score: 0
Accepted Answers:
(a) Performance appraisal

1 point