

1) Someone who works with and through other people by co-coordinating their work activities in order to achieve organizational goals. (Answer : Manager)

2) In the Past, non managerial Employees were viewed as employees who _____

- (a) Reported to Top executives (b) Reported to middle managers
- (c) Supervised Others (d) Had no reporting responsibilities

Answer: (d)

3) Agency head or plant manager is most likely associated with which of the following

- (a) Team leads (b) Middle Managers
- (c) First Line Managers (d) Top managers

Answer : (b)

4) _____ is the process of getting activities completed efficiently and effectively with and through other people

- (a) Leading (b) Management
- (c) Supervision (d) controlling

Answer : (b)

5) The distinction between a managerial position and non managerial position is _____

- (a) Planning the work of others (b) Co-coordinating the work of others
- (c) Controlling the work of others (d) Organizing the work of others

Answer : (b)

6) Effectiveness is synonymous with _____

- (a) Cost minimization (b) Resource Control
- (c) Goal Attainment (d) Efficiency

Answer : (c)

7) Efficiency refers to _____

- (a) The relation between inputs and outputs
- (b) Relation between cost and benefits
- (c) Increase outputs regardless of cost
- (d) All of the above

Answer : (a)

8) How many management function were originally proposed in the earlier part of the 20th century

- (a) 3
- (b) 4
- (c) 5
- (d) 9

Answer : (b)

9) _____ was a french industrialist who first identified the basic management functions

- (a) Weber
- (b) Taylor
- (c) Hesberg
- (d) fayol

Answer : (d)

10) Writing an organizational institute plan is an example of _____ management function

- (a) Leading
- (b) Organizing
- (c) Planning
- (d) Coordinating

Answer : (c)

11) The process of monitoring, comparing and correcting is called _____ management function

Answer : Controlling

12) The three essential managerial skills include

- Answer : (d)

(a) Goals (b) Structure
(c) people (d) Purpose

(a) Simple direct Speech (b) Non verbal Communication

(c) msgs aimed at an individual (d) None of the the above

(a) Functional (b) Divisional
(c) Matrix (d) line and staff

(a) Will be in compliance with employment laws (b) Avoids ethical complications

(c) Demonstrates what employees must do to succeed in a company

(d) Provide guidelines for employee behavior

Answer : (d)

18) How does the matrix organization structure works:

(a) Employees are assigned 3 or more supervisors (b) 2 organizational structures exists at same time

(c) there's a unity of command

(d) Focus on the functional accountability

Answer : (b)

19) Which is the best description of the organizational culture

(a) Direction and Scope of an organization (b) The employee do the things

(c) Policy and procedures Organization (d) Morale and perception of the

Answer : (b)

20) When developing a new staffing strategy based on identified organizational needs, an HR director is performing which management function

(a) Planning (b) Directing

(c) Organizing (d) Coordinating

Answer : (c)

21) A manager establishes a recognition program. Which of the following is associated with the directing function of management

Answer : Forecast the motivation needs for the recognition program

22) Which of the following is false about the effects of the workforce diversity on group development and functioning

(a) Diverse Groups develop more ideas than homogenous groups

(b) Diversity can lead to distrust among members

(c) Diverse group can take longer than homogenous groups to become cohesive

(d) Diversity in work group has little conflict potential

Answer : (d)

23) Which of the following would likely to be true in a high power distance society:

(a) Hundreds of billboards and posters of the leader would appear all over the capital

(b) The leaders likeness would appear only in the newspaper from time to time.

(c) Top managers and employees In similar ways

(d) Rather than employ a driver, top managers drive their own cars to work.

Answer : (a) Hofstede Culture dimensions

24) Which of the following is usually found in the final stage of an organization global evolution?:

(a) Exporting products to other countries (b) Outsourcing jobs to foreign countries

(c) Licensing products in foreign countries (d) Establishing strategic alliances with partners.

Answer : (d)

25. In behavioral approaches to job design which approach adds greater task and greater control over the job:

a) Job Enlargement (b) Job Rotation

c) Job Enrichment (d) Empowerment

Answer : C

26. A job requires a masters degree in Industrial Psychology, Three years of HR general experience and the ability to use computer software. These are :

a) Position outcomes (b) Essential Job Functions

(c) Performance Standards (d) Job specifications

Answer : (d)

27. In order to reduce information overload, orientation programs should:

- a) Be modularised and spread out over a period of time
- b) Be conducted only after employee has served on the Job for a specified period of time
- c) -
- d) Provide continuous feedback to participants

Answer : (a)

28. In today's global workforce, there's an increase of:

- a) Decrease in female workers
- (b) Increase in functionally literate workers
- (c) Increase in immigrant workers
- (d) Decrease in older workers