

HHH

Questions	Option A	Option B	Option C	Option D	Answer
In determining fair salary or wages of worker, what tool would you use in order to ascertain the relative worth of the job of an employee?	Job Specification	Job Evaluation	Job Analysis	Job Design	C
The ability to sense what others feel and think from their own point of view is?	Sensitivity	Social Sensitivity	Behaviourial Flexibility	Social Flexibility	B
When you use time as the basis of remunerating your workers without taking into account their productivity what method of wage payment system are you using?	Time rate wage system	Balance & debt Wage system	Hybrid Wage payment system	Piece rate wage system	A
When you pay your workers according to their outputs at a rate agreed upon before the commencement of the job, what method of wage payment system would you adopt?	Time rate wage system	Balance & debt Wage system	Hybrid Wage payment system	Piece rate wage system	D
Which of these is not a prerequisite for sound compensation system?	Job Analysis	Proper Job Evaluation	In depth knowledge of the organization & market factor	Clarity of objectives of wage & salary	A
A process where employees and management come together to identify goals common to them In order to integrate organizational objectives into individual objectives is?	Participatory approach	Management by participation	Management by Objectives	None of the above	C
A situation where an employee moves from one task to another within the same department of an organization is called?	Job Enrichment	Job Multiplication	Job Enlargement	Job Rotation	D
A spirited activity or exercise in which trainees compete with each other according to defined set of rules in order to enhance their productivity is?	Training Games	Simulations Exercise	Exercise	None of the above	A
A system of feelings accompanied by a related set of behaviour is?	Ego state	Transactional Analysis	Social interaction	Sensitivity Training	A

A written record of the duties, responsibilities and requirements of a particular job is?	Job Design	Job Specification	Job Description	Job Analysis	C
Advertising vacancies through print and electronic media is an example of which method of recruitment?	Internal recruitment	External recruitment	Direct method of recruitment	Indirect method of recruitment	C
All of the following are reasons organizations recruit except	To fill vacancies created due to expansion, growth, death promotion, retirement, transfer etc.	To enhance productivity	For creation of more goods and services as a result of increase in standard of hiring	To get the right candidates for the right Job	C
All of these are attributes of training except?	A process that tries to improve the skills or add to the existing level of knowledge of an employee in the performance of his/her duties	It is the first fundamental step to become an effective human resource personnel	It bridges the gap between what an employee has and what the job demands	It is seen as one of the several ways of motivating an employee	B
An action or type of behavior that is prejudiced to the interests of the employer and other employees, which is inconsistent with the norms set for the discharging of duties; unsafe or unfaithful to the extent that it becomes incompatible to continue work relations is _____	A Criminal act	An Indiscipline act	An Unsafe act	A Misconduct	D
An attempt to create a match between job requirements and human attributes is _____	Job Matching	Job Design	Job Description	Job Simplification	B
An employee-oriented analytical approach that attempts to describe the whole person on the job is?	Job Performance	Functional Job analysis	Job Description	Job Specification	B

Asking candidates questions without following any laid down procedure is an example of -----	Unplanned interview	Structured interview	Unstructured interview	Stress interview	C
Assuming you want to employ an architect, and you ask the architect to draw a house with complicated designs as part of his assessment to gauge his competence, this is an example of what test?	Competence Test	Intelligence Test	Performance Test	Interest Test	C
Compliance with Equal Employment Opportunity and training of supervisors are part of which of this Human Resource Management roles?	Operational Role	Strategic Role	Planning Role	Administrative Role	A
Factors affecting recruitment can be classified into how many?	2	3	4	5	A
For any Human Resource Plan to be effective, it should be derived from _____	The goals and visions of the organization	Mission and Vision statement of the organization	Long terms goals and Strategies of the organization	The mission, vision and the long term goals of the organization	C
Getting as many people as possible to apply for a job helps is?	Creating application pool	Creating application database	Traditional philosophy of recruitment	Realistic philosophy of recruitment	C
How many categories of training do we have?	2	3	4	5	A
How many methods of wage payments are there?	3	4	5	6	A
Human Resource Planning is important because?	It plays a key role in providing inputs for the formulation of strategies of an organization	It helps to deal with problems that may arise in the organization in the future.	It is the bedrock of every Human Resource activity.	It helps in selecting the best candidates among the numerous options	C
Human Resource Planning is necessary because?	It determines Recruitment level	It reduces the cost of manpower	It anticipates redundancies	All of the above	D

If an organization has an estimated monthly production of 20,000 televisions, and the standard man-hours needed to manufacture a television is 10 hours, if the average man-hour contribution of an employee in a month is 1,000 hours; using the work study technique of forecasting in HRP, calculate the number of workers to be employed by the organization in order to meet monthly production.	200 workers	2,550 workers	500 workers	1,000 workers	A
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In a situation where women are restricted from taking a job in an organization is an example of what?	Factors affect recruitment	Challenges of recruitment	External factors affecting recruitment	Cultural factors affecting	D
In a situation where the manager pairs up a relatively new employee with a more experienced employee to help the new employee learn the job is?	Training	Knowledge	Employee Development	Employee Growth	C
It is unwise to implement a company-wide training effort without concentrating resources where they are most needed, _____ will help point out areas that will benefit from the training	Enquiries Analysis	Training Analysis	Internal Audit	Employees orientation	C
Job enlargement is done on which level?	Horizontal	Initiation	Side by side	Vertical	A
Job Instruction Technique consists of four steps, what is their right order?	Follow-up, Trial, Present and Plan	Present, Plan, Trial and Follow-up	Plan, Present, Trial and Follow-up	Plan, Present, Follow-up and Trial	C

Legal compliance, Benefits and union management is a function of which Human Resource Management objectives?	Selection	Appraisal	Societal Objectives	Organizational Objectives	C
Major Human Resource Management activities include the following except?	Human Resource Planning	Job Design	Customer Service	Human Resource Management	C
Non compliance to formal and informal rules and regulations of an organization is?	Indiscipline	Insubordination	Misconduct	None of the above	A
One of the following highlights the importance of training?	Career advancement	Basic Analysis	Fewer Accidents	Promotion	C
One of the following is the basic ground why employees are trained in the organization	To Increase Productivity	To increase Efficiency	To enhance Research	To refresh and enhance employees knowledge	D
One of the following is the reason for emphasizing the growth and development of personnel	Creating a pool of readily available and adequate replacements for personnel who are on leave or move up in the organization	Ensuring the quality of employees through training and work profitability	Making adequate reservations for skilled personnel that could boost the organizations profitability	For improving societal objectives in an organization	A
Period of probation in every organization ranges from ----- months to - years.	6 months - 3 years	6 months - 2 years	3 months - 2 years	6 months – 3 years	C
Pick the odd one out	Degree of structure	Behavioural interview	Purpose of interview	Content of interview	B
Selection interview can be by any of the following except?	On a one-on-one basis	Sequentially	By Two or more interviewers	By an expert	D
Testing the mental capacity of a prospective employee with respect to reasoning, word fluency, numbers, comprehension etc. is an example of what test?	Competence test	Intelligence test	Verbal reasoning test	Interest test	B
The process of searching for prospective candidates and motivating them to apply for jobs in any organization isâ€¦â€¦â€¦	Selection	Newspaper advert	Election	Recruitment	D

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The 3 components of training Games and Simulation in the right order are? i. Challenges ii. Interactivity iii. Rules	i,ii,iii,	i,iii,ii,	iii,i,ii	ii.,iii.,i.	B
The aspect of self discipline that asserts cooperative efforts of employees to abide by the rules of the organization is_____	Positive aspect	Modern concept	Rules and regulations	Punishment/ penalty	B
The aspect that uses fear as a force to instill discipline in the work place is ?	Rules and regulations	Penalty/punish	Negative aspect	Traditional concept	D
The basic changes in the contents and level of responsibilities of a job so as to provide the satisfaction of the motivational needs of personnel is?	Job motivation	Job enrichment	Job rotation	Job enlargement	B
The concept of job Enrichment is derived from _____ theory of motivation	Theory X and Y	Abraham Maslow theory	McGregorâ€™s Theory	Herzbergâ€™s Theory	D
The current Classification of Human Resource Management role is done by _____	J. H. Mathis & R. L. Jackson	R. L. Jackson & Peter Drucker	R. L Mathis & J. H Jackson	None of the above	C
The demand & supply of specific skills in the labour market can hinder -----	Productivity	Selection	Recruitment	Evaluation	C
The four objectives of training and development are:	Knowledge, competencies, skills and Concepts	Charisma. Boldness, Eloquence and Skills	Individual, Organizational, Functional and societal	Performance, Good behaviour, Resourcefulness and Good training	C
The long term plan of any organization can span for how long?	6 months to 3 years	3 years to 10 years	3 years to 15 years	3 years to 20 years	D
The major activities of HRP are how many?	6	5	4	3	B
The major characteristic that distinguishes job enrichment from every other method of job design is?	It encourages participation	It introduces new and difficult tasks that are exciting	It is most often than not objected by trade unions	It allows an employee use his/her initiative in carrying out responsibilities	D
The major difference between Job Rotation and Job Enlargement is?	Job rotation improves the self image and	Job rotation relieves the employee from the	Job enlargement allows for other short tasks to be	Job rotation requires little or no training while job enlargement	C

	personal worth of the employee while job enlargement does not.	boredom and monotony of doing the same job while job enlargement increases the scope of the job in its entirety.	added to the task of an employee while job rotation moves an employee from one task to the other within the same department	requires extensive training.	
The major reasons for the emphasis on Human Resource Planning are?	Demographic & Technological Change	Governmental influences & Systems approach	A & B	None of the above	C
The McGregor's Hot Stove Rule of Discipline in the order are:	Advance Warning, Consistency, Impersonal Approach and Immediate Effect	Advance Warning, Immediate Effect, Consistency and Impersonal Approach	Advance Warning, Immediate Effect, Impersonal Approach and Consistency	Advance Warning, Consistency, Immediate Effect and Impersonal Approach	B
The method of job analysis data that utilizes supervisors with extensive knowledge on the job is _____	Expert Judgment Method	Functional Job Analysis Method	Participant diary/Logs Method	Technical Conference Method	D
The method of job design that aids in the breaking down of a job into small sub parts is?	Job Division	Job Simplification	Job Enlargement	Job Rotation	B
The ongoing process that instills in all new employees the prevailing attitudes, standards, values, patterns of behaviours expected of them by the organization and its department is called?	Introduction	Socialization	Orientation	Placement	B
The performance appraisal method that combines both traditional rating scales and critical incidents method is?	Behavioural Anchored Rating Scales	MBO	Degree Performance Appraisal	Hybrid performance appraisal	A
The Price of Labour paid to an employee whose output is difficult to measure In an organization is called what?	Compensation	Wage	Salary	Allowance	C

The price of labour paid to workers for services rendered to the organization that employs them is _____	Compensation	Wage	Salary	Allowance	B
The procedure designed to get information from a person and to assess his potential for the job he is being considered for is -----	Interview	Selection	Recruitment	Testing	A
The process of balancing the organizational demand and supply forecast in order to fill vacancies in the organization is _____	HR Programming	HR Implementation	HR Planning	HR Equilibrium	B
The process of converting Human Resource plan into Human Resource Plan is?	HR Balancing	HR Implementation	HR Programming	HR Equilibrium	B
The process of determining manpower needs and formulating plans to meet those needs is?	Recruitment	HRP	Selection	Job Analysis	C
The process of determining whether the Human Resource department will be able to procure the required number of workers needed in an organization is _____	Managerial Judgment	Demand Forecast	Work Study Forecast	Supply Forecast	D
The process of estimating the future quality and quantity of people required to meet the future needs of an organization is _____	Supply forecast	Managerial Judgment	Demand Forecast	Work Study Forecast	C
The process that states the minimum qualifications that an incumbent must possess to perform a job successfully is?	Job Description	Job Identification	Job Specification	Job Design	C
The purpose of _____ is to reduce the day-in-day-out stress of carrying out a job.	Job Enlargement	Job Multiplication	Job Enrichment	Job Rotation	A
The quality of employee and their development through _____ and education are the major factors in determining the long term profitability of a business.	Training	Competencies	Knowledge	Skills	A
The short term plan of any organization can span for how long?	6 months to 1 year	3 months to 6 months	3 months to 2 years	6 months to 2 years	A

The use of knowledgeable, experienced and skilled employees to give training to less knowledgeable and skilled employees in an organization is known as what?	Employee Development	On-the-job training	Off-the-job training	Coaching	B
The wage pay system that combines both time rate & piece rate system is _____	Hybrid wage rate system	Balance wage rate system	Balance & Debt system	Time/piece wage payment system	C
Training needs can be assessed by analyzing how many major human resource areas?	2	3	4	5	B
Under Training Needs and Analysis, we have the organization as whole; job characteristics; and _____	Existing Employee	Career Growth	The needs of the individual	All of the above	C
Unfreezing the old values, developing new values and refreezing the new values are the 3 steps required in _____	Simulation Exercises	Transactional Analysis	Mentoring	None of the above	D
Using the paired comparison method, calculate how many times you will compare 30 employees in an organization.	435	1115	90	125	A
Wage plans are usually _____ plans.	Mini	Macro	Minor	Micro	D
What aids an interviewer in getting verifiable & accurate basic information from a candidate?	The internet	Candidate's CV	Candidate's References	Application Blank	D
What are the basic components of every organization?	People, Product and Purpose	People, Structure and Product	People, Planning and Structure	People, Purpose and Structure	D
What are the objectives of Human Resource Management?	Societal, Organizational, Function and Personnel objectives	Societal, Personal, Training and Development Objectives	Functional, Personnel, Training and Development Objectives	Personnel, Personal, Societal and Organizational Objectives	A
What area of Human Resource Management ensures that organizations have the right personnel as at when needed and occupying the right position?	Job Analysis	HRM	HRP	Training and Development	C

What describes the vertical and horizontal relationship of work flow in any organization?	Job Description	Working conditions	Job Enlargement and Enrichment	Job identification	A
What is Management by Objectives?	a. A system of giving the authority to carry out certain jobs by those lower down the management hierarchy	A system of Management that is based on bringing together experts into a team	The setting of objectives to bring about the achievement of the corporate goals.	The control of the organization by the those in head office	C
What kind of test is being used when a candidate is shown abstract objects to gauge his/her response?	Personality	Projective test	Knowledge test	Mental test	B
What method of job analysis is suitable for use when the skill requirement of a job is low and can be quickly learnt?	Interview method	Expert Method	Job Performance Method	Observation Method	D
What method of job design is effectively used as a training technique for new and inexperienced employees?	Job Rotation	Job Simplification	Job Enlargement	Job Multiplication	A
What method of payment system is suitable for cultivating mutual trust respect and equal treatment of all employees in an organization?	Time rate wage system	Balance & Debt wage system	Hybrid wage payment system	Piece rate wage system	A
What method of wage payment system is suitable for jobs that are repetitive in nature?	Piece rate wage system	Balance & Debt Wage system	Time rate wage payment system	None of the above	A
What method of wage payment system is the oldest and the simplest form of wage fixing?	Hybrid wage payment system	Piece wage rate system	Balance & Debt wage system	Time wage rate system	D
What role does Human Resource Management play in the organization?	Administrative Role	Operational & Advocacy Role	Strategic Role	All of the above	D
What source of recruitment provides the possibility of horizontal & vertical transfer within an organization?	Recognition & Reward system	Internal Recruitment	External	Growth & Expansion	B

What technique of job design tends to create disruption in an organization?	Job Enlargement	Job Rotation	Job Enrichment	Job Simplification	A
What technique of job design tries to eliminate short job cycles that creates boredom in an organization?	Job rotation	Job Enlargement	Job Enrichment	Job Simplification	B
What test would you give to a candidate who claims to know something about a subject matter?	Aptitude test	Intelligence test	Performance test	Achievement test	D
What tool assists every Human Resource Personnel in keeping attention on the lists of qualifications necessary for a candidate to perform his/her job effectively?	Job Description	Job Specification	Job Identification	Job Design	B
What type of interview does not give room for flexibility?	One-on-one interview	Stress interview	Structured interview	Planned interview	B
What type of interview would you use to help identify an applicant's low & high tolerance level?	Rude interview	Planned interview	Structured interview	Stress interview	D
What wage payment system is suitable when the output contributed by a given worker is difficult to measure and cannot be recorded on individual basis?	Piece rate wage system	Time rate wage payment system	Balance & Debt Wage system	None of the above	B
When a rater tends to be either too generous or wicked in rating employees, what type of bias method is he/she adopting?	Personal Prejudice	Halo Effect	Leniency and strictness bias	Recent Effect	C
When a recent action of an employee influences your performance appraisal of him/her, what bias method is responsible for your appraisal?	Personal Prejudices	Halo Effect	Central Tendency Error	Recent Effect	D
When an evaluator tries to rate all employees from the middle point, this is referred to as?	Personal Prejudice	Recent Effect	Halo Effect	Central Tendency Error	D
When an organization carefully anticipates its needs and systematically plans to fill these needs in advance, it is said that the organization is?	Thinking on its feet	Planning for the future	Reactive	Proactive	D

When did Human Resource Management gain acceptance into academic and Commercial Circle?	Mid 1900â€™s	Mid 1940â€™s	Mid 1980â€™s	Mid 1970â€™s	C
When you ask an applicant on how he/she would react in a given situation or how he/she reacted in the past in the same situation, what type of interview are you conducting?	Situational interview	Conventional interview	Behavioural interview	Structured interview	C
When you bring in new blood to broaden the horizons of the current staff, what source of recruitment did you adopt?	Internal source	External source	Recognition & Selection	Opportunity	C
When you evaluate an employee on the basis of the monetary returns the employee is worth to your organization, what method is suitable?	Accounting method	Cost accounting method	Profit and loss account	Over head cost	B
When you match the needs of an organization with the needs of the application to enhance the effectiveness of the recruitment process, what approach are you adopting?	Traditional approach	Realistic approach	Traditional philosophy approach	Realistic philosophy approach	B
When you organize the components of a job and the interaction patterns among the members of a work group, which of the following task are you performing?	Job Simplification	Job Specialization	Job Enrichment	Job Designing	D
When you review the present employees you have and nominate candidates by the recommendations of other employees to fill a management position, what are you doing?	Nomination	Recruitment	Recognition & rewards	Internal recruitment	D
When you send recruiters to conventions, schools, seminars & career fairs to recruit for your organization, what method of recruitment are you adopting?	Direct method	External method	Indirect method	Internal method	A
Which of the following activities is derived from HRP?	Employee Hiring	Employee Training and Development	Employee Remuneration	All of the above	D

			and Performance Appraisal		
Which of the following factors influences Demand forecast?	Competition and Economic Climate	Internal and External Factors	Budget Constraints and Production level	Employee separations and social factors	B
Which of the following is a method of job Design?	Job Description	Job Observation	Job Summary	Job Rotation	D
Which of the following is not a cause for the infringement of discipline?	Illiteracy and low intellectual level of workers	Inborn tendencies of workers to flout orders	Defective supervision	Stubbornness and insubordination	D
Which of the following is not a characteristic of job specification?	Mental characteristics	Psychological characteristics	Physical characteristics	Environmental characteristics	D
Which of the following is not a factor affecting Human Resource Planning?	Recruitment	Time Horizons	Environmental uncertainties	Organizational growth cycles and planning	A
Which of the following is not a factor of indiscipline in an organization?	Wage differentials	Poor communication	Sickness	Defective grievance procedure	C
Which of the following is not a factor that affects wage & salary administration?	Productivity	Cost of living	Management attitude	Environmental uncertainties	D
Which of the following is not a method of job design?	Job Simplification	Job Enlargement	Job Multiplication	Job Enrichment	C
Which of the following is not a principle of job design?	To influence variety	To influence task identity	To influence autonomy	To influence insubordination	D
Which of the following is not a Selection Decision Outcome?	Reject Error	Correct Decision	Incorrect Decision	Accept Error	C
Which of the following is not a step in job analysis?	Information processing	Selection of job analysis	Collection of background information	Evaluation of collated information	D
Which of the following is not a use of Job Analysis?	Achievement of goals	Recruitment and selection	Performance appraisal	Firing and determination of severance package	D
Which of the following is not an advantage of Job Rotation technique?	It increases diversity of job	It increases flexibility	It broadens the work experience of employees	It broadens the knowledge and skills of employees	A

Which of the following is not an external source of recruitment?	Employment Agencies	Educational & Technical institutes	Casual labour	Application blank	D
Which of the following is not an ingredient of wage payment system?	Simple & understandable	Easy to use as reference	Capable of motivating	Fair, Just & stable	B
Which of the following is the major factor affecting performance appraisal?	The Value system of the evaluator	Dominant work orientation	Inferiority complex of Superiors	Personality of the subordinates	A
Which of the following is the most important reason for carrying out performance appraisal in any organization?	For promotion purpose	To get information about the achievement of employees	To avoid grievances and indiscipline activities?	To provide information about an employee's job relevance, strengths and weaknesses.	D
Which of the following is the reason for training employees in an organization?	It takes place after orientation	To mould the thinking of employees and leads to quality performance of employees	To give room for competencies	To make an employee self reliant	B
Which of the following statements best describe Human Resource Management?	It helps in predicting the Human Resource needs of an organization and recruiting employees to meet these needs.	It helps the manager to plan, recruit, select, train, develop and remunerate employees for an organization.	It is a management function that helps in planning, recruiting, selecting, training, developing, remunerate, motivate, retain and maintain employees for an organization	It helps in formulating the strategy of an organization and select the appropriate manpower to fill the position	C
Which of the following statements best describe why supply forecast is important in Human Resource Planning?	It helps to monitor future compliance	It helps to track the flow of people	It helps to assess existing staff in the different	It helps to quantify the number of people and positions expected to	D

	with legal requirements of job reservations	in the organization.	department of an organization.	be available in the future to help an organization realize its plan and objectives.	
Which of the following statements is false?	Job enlargement involves a vertical loading of tasks and responsibilities of job holders; job enrichment on the other hand involves an horizontal loading of task and responsibilities of job holders.	Job enlargement does not necessarily require the use of additional skills, job enrichment does	Job enlargement requires control and direction from external sources, job enrichment requires the use of initiative and innovation on the part of an employee	The purpose of job enlargement is to reduce the monotony involved in performing repetitive jobs, while the purpose of job enrichment is to make a job lively, challenging and satisfying.	A
Which of the following will influence the method of recruitment & selection used by an organization?	The state of the economy	The size of organization	The type of the training programmes used by the organization	The organization expansion into international markets	B
Which of the job design method addresses the problem of assigning employees to jobs of limited scope without changing the depth of the job?	Job Enlargement	Job Rotation	Job Multiplication	Job Simplification	B
Which of the on-the-job training focuses on attitude development of employees in an organization?	Mentoring	Coaching	One-on-one training	Job Rotation	B
Which of these do you think is the most important advantage of external recruitment?	It helps to expand the talents in organization	It helps to motivate current employees to broaden their horizons	It reduces cost of salaries and wages	d. It helps in bringing new ideas, better techniques and better methods of production to the organization	D

Which of these is a method for collecting Job analysis data?	Delphi technique	Critical Incidence Technique	Work Study Technique	Expert Judgment Technique	B
Which of these is a modern method of performance appraisal?	Ranking method	Management by Objectives	Checklist method	Critical incidents method	B
Which of these is not a category of misconduct?	Threat to use weapon	Minor Contravention	Major Contravention	Intolerable Offences	A
Which of these is not a management technique used when doing off-the-job-training?	Management by Objective	Transactional Analysis	Sensitivity training	Simulation exercise	A
Which of these is not a method adopted under training and games simulations?	Behavioural Modeling	Case Studies	Role playing	Straight Lectures	D
Which of these is not a traditional method of performance appraisal?	Ranking Method	Grading Method	Essay Method	Cost Accounting Method	D
Which of these is not a type of ego state an individual operates?	Child	Teen	Adult	Parent	B
Which of these is not an aim & objective of discipline?	The achievement for organization goal	To generate respect for human relations	To introduce components of uniformity & assurance	To enhance personal relationships	D
Which of these is not an objective of performance appraisal?	Salary increase	Training and Development	Promotion	Demotion	D
Which of these is not internal factor that affects recruitment?	Growth & Expansion plans of the organization	Recruitment policy of the organization	Wage & Salary Policies	Political and legal factors	D
Which of these statements best describe Human Resource Planning?	It is important to plan before hiring employees	It prepares Human Resource inventory with a view to assess the present and future needs, availability and possible shortage in Human Resource	It is a function that precedes every other function in Human Resource Management	It helps in identifying sources of Human Resource	C

Which of these statements is not true?	Recruitment is positive while selection is negative	Recruitment adopts the process of creating application pool, while selection choose the best out of the available candidates	Selection precedes recruitment in the Human Resource Acquisitions process	Recruitment outcome forms the input for selection process	C
Which one of the job design methods requires more direction and control from external sources?	Job Multiplication	Job Enrichment	Job Enlargement	Job Rotation	C
Who has the final authority to approve top level candidates recommended by the selection committee?	The HR Manager	The HOD of the Candidates	The subordinates of the candidates	The Board of Directors	D
_____ combines strategy with focus on knowledge, skills and attitude development in training employees?	Job Rotation	Job Instruction Technique	Mentoring	Coaching	B
_____ calls for the development and the utilization of higher skills, initiative and innovation on the part of a job holder?	Job Enlargement	Job Multiplication	Job Enrichment	Job Rotation	C
_____ directs and guides new employees to understand the work, their colleagues and organization's mission?	Introduction	Induction	Socialization	Placement	B
_____ is a distinct work activity carried out for a distinct purpose?	Job	Task	Position	Element	B
_____ aids the mechanism for the fixing of wages for majority of workers in most organizations?	Lobbying	Trade unions	Collective Bargaining	Productivity	C
_____ can be done on the ego states of an individual in the organization	Sensitivity Training	Social sensitivity training	Transactional analysis	Behavioural Flexibility	C
_____ covers the existing human resources, internal sources of supply and external sources of supply in an organization.	Demand analysis	Supply Analysis	Demand Supply	Work Study Forecast	B

_____ is also known as a Multi-Rater Feedback	Assessment Centers	360 Degrees Performance Appraisal	Critical Incidents Appraisal	Ranking method	B
_____ is an approach aimed at instilling orderly behavior and respect for willing obedience to a recognized authority in an organization.	Rule & Regulation	Organizational Hierarchical structure	Discipline	Self control	C
_____ is the managerial function that matches an organization's needs to the skills and abilities of its employees	Human Resource Planning	Job Analysis	Job Description	Human Resource Management	D
_____ refers to the acquisition of knowledge, skills and competencies as a result of vocational and practical skills and knowledge that relates to specific useful competencies	Concept	Resourcefulness	Orientation	Training	D
_____ is a collection or aggregation of tasks, duties and responsibilities assigned to individuals in organization which is different from other assignments in the organization	Occupation	Assignment	Career	Job	D
_____ paved way for the emergence of the concept of discipline in the work place	Dialogue	Relationship	Interaction	None of the above	A