Human Resource Management: TYBBI: Semester VI

1. _____ provides information on the human attributes in terms of education, skills, aptitudes, and experience necessary to perform a job effectively.

a. job description
b. job specification
c. job analysis
d. job evaluation

2. Job specification includes_____.

a. Physical characteristics
b. Psychological characteristics
c. Personal characteristics
d. all of these

3. The procedure in which relevant information relating to a job and its requirements is systematically discovered and noted is_____.

a. job analysis
b. job specification
c. job classification
d. job evaluation

4. Career development involves_____.

a. conscious determination of career aspirations and potentialities of employees and matching them with the organisation's needs
b. providing counselling to students to choose their careers
c. providing information to students about opportunities of employment
d. determining the potentialities of students for a suitable career

5. Job evaluation essentially seeks to determine the_____of various jobs in an organization.

a. relative worth
b. performance of employees
c. HRM strategy
d. establish the hierarchy of various jobs in the organisation

6. The content of job description involves_____.

a. job title, condition of work

b. educational qualification, skills

c. both a and b

d. none of the above

7. Promotion is basically a reward for_____.

a. Efficiency

b. Seniority

c. Physical fitness

d. Retention

8. _____is not a part of job analysis

a. Performance Appraisals

b. Working Conditions

c. Job Specifications

d. Job Description

9. _____ is the process of assessing organization's human resources in lightof organizational goals and changing conditions.

a. Training and development

b. Performance appraisal

c. Human Resource Planning

d. Job Design

10. _____ is the process of understanding nature of job and its human requirements.

a. Job analysis

b. Job description

c. Job specification

d. Job enlargement

11. _____ is the process of studying and collecting information relating to operations and responsibilities of a specific job.

a. Job analysis

b. Job design

c. Job enrichment

d. Job enlargement

12. _____is also known as position description.

a. Job design
b. Job description
c. Job evaluation
d. Job specification

13. _____is also known as man specification.

a. Job design
b. Job description
c. Job evaluation
d. Job specification

14. _____describes content, environment and conditions of employment.

a. Job design
b. Job description
c. Job evaluation
d. Job specification

15. _____is not a part of job description.

a. Job responsibilities
b. Working conditions
c. Machines and tools
d. Psychological characteristics

16. _____is a part of job description.

a. Qualification and experience
b. Physical characteristics
c. Psychological characteristics
d. Job activities and tasks

17. _____is not a part of job specification.

a. Qualification and experience
b. Physical characteristics
c. Psychological characteristics
d. Job activities and tasks

18. _____is a part of job specification.

e. Job responsibilities

f. Working conditions

g. Machines and tools

h. Physical characteristics

19. _____ is a statement of minimum qualities required in a candidate for successful performance of the job.

a. Job design

b. Job description

c. Job evaluation

d. Job specification

20. _____ identifies the knowledge, skills and abilities needed to the job effectively.

a. Job design

b. Job description

c. Job evaluation

d. Job specification

21. _____ method of Job Analysis involves observing the worker doing every day work.

a. Interview method

b. Observation method

c. Questionnaire method

d. Critical incident method

22. _____ helps in determining wages to be paid for each job the organization.

e. Job design

f. Job description

g. Job evaluation

h. Job specification

23. _____ method of Job Evaluation involves ranking jobs in order of importance.

a. Job ranking method

b. Job classification method

c. Factor comparison method
d. Point method

24. _____is not a method of Job Evaluation.
a. Factor comparison method
b. Job classification method
c. Diary method
d. Job ranking method

25. _____is a method of Job Evaluation.
a. Factor comparison method
b. Diary method
c. Interview method
d. Observation method

26. _____is not an organizational factor affecting Job Design.
a. Task characteristics
b. Work Flow
c. Work practices
d. Autonomy

27. _____is a behavioural factor affecting Job Design.
a. Task characteristics
b. Work Flow
c. Work practices
d. Autonomy

28. _____is not a behavioural factor affecting Job Design.
a. Feedback
b. Variety
c. Autonomy
d. Ergonomics

29. _____is an organizational factor affecting Job Design.
e. Feedback
f. Variety
g. Autonomy
h. Ergonomics

30. _____method of Job design involves breaking down jobs into small parts.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

31. _____results in boredom due to monotonous work.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

32. In_____employee is rotated from one job to another.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

33. _____increasing the scope of a job by adding more tasks to it.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

34. _____involves increasing worker's control over planning and performanceof the job.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

35. _____ increases extent to which the worker's controls the planning, execution and evaluation of their job.

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

36. _____is horizontal job loading

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

36. _____is vertical job loading

a. Work simplification
b. Job rotation
c. Job enlargement
d. Job enrichment

37. _____are autonomous work groups.

a. Self-managing teams
b. Job rotation
c. Job enlargement
d. Job enrichment

38. _____is not a characteristic of Job Design.

a. Skill variety
b. Feedback
c. Autonomy
d. Work flow

39. _____is a characteristic of Job Design.

a. Social skills
b. Feedback
c. Ergonomics
d. Work flow

40. _____ is describes as an individual's positive or negative feelings that individual has towards their job.

a. Job rotation
b. Job enlargement
c. Job enrichment
d. Job satisfaction

41. _____ is when employee behaviour goes beyond what is expected by the organization.

e. Organizational Citizenship Behaviour
f. Job enlargement
g. Job enrichment
h. Job satisfaction

42. _____focuses on how many and what kind of people are required in the organization.

e. Training and development
f. Performance appraisal
g. Human Resource Planning
h. Job Design

43. _____is the data base of current employees working in the organization.

a. Job design
b. Manpower inventory
c. Job analysis
d. Job evaluation

44. _____refers to advancement of an employee to a higher post.

a. Recruitment
b. Demotion
c. Promotion
d. Transfer

44. _____refers to reassignment of employee to position with higher pay and greater responsibilities.

a. Recruitment
b. Demotion
c. Promotion
d. Transfer

45. Promotion on basis of_____places emphasis on length of service.

a. Seniority
b. Merit
c. Efficiency
d. Recognition

46. Promotion on basis of_____places emphasis on account of knowledge and skills.

a. Seniority
b. Merit
c. Cordial relations
d. Management preference

47. Promotion on basis of_____places emphasis on basis of performance.

a. Seniority
b. Merit
c. Cordial relations
d. Management preference

48. _____ is a lateral movement of individuals from one position toanother.

a. Promotion
b. Demotion
c. Transfer
d. Lay-off

49. _____not involve any marked change in duties, responsibilities, skillsand compensation.

a. Promotion
b. Demotion
c. Transfer
d. Lay-off

50. _____ transfer involves transfer from one department to other due to excess demand in other department.

a. Production transfer
b. Replacement transfer
c. Versatility transfer
d. Remedial transfer

51. _____ transfer is made when all operations are declining but management wants to retain the long-service employee as long as possible.

a. Production transfer
b. Replacement transfer

c. Versatility transfer
d. Remedial transfer

52. _____transfers happen to give the employee a chance to learn various skills involved in different jobs.
a. Production transfer
b. Replacement transfer
c. Versatility transfer
d. Remedial transfer

53. _____ movement of an employee within an organization to correct wrong placement.
a. Production transfer
b. Replacement transfer
c. Versatility transfer
d. Remedial transfer

54. _____refers to movement of employee within an organization in order to punish him for misconduct.
a. Production transfer
b. Penal transfer
c. Versatility transfer
d. Remedial transfer

55. _____ process of searching for prospective employees and stimulating them to apply for the jobs.
a. Recruitment
b. Selection
c. Promotion
d. Transfer

56. _____is an internal source of recruitment.
a. Unsolicited applications
b. Campus recruitment
c. Promotion
d. Employment agencies

57. _____is not an external source of recruitment.

a. Unsolicited applications
b. Campus recruitment
c. Transfer
d. Employment agencies

58. _____is an external source of recruitment.
a. Promotion
b. Transfer
c. Employee referrals
d. Campus interview

59. _____is not an internal source of recruitment.
a. Promotion
b. Transfer
c. Employee referrals
d. Campus interview

60. _____involves announcing job opening to all current employees through notices on the bulletin boards.
a. Employee referrals
b. Skill inventories
c. Retired employees
d. Job postings

61. _____involves announcing job opening to all current employees through company's newsletters.
a. Employee referrals
b. Skill inventories
c. Promotion
d. Job postings

62. _____ involves recruiting trained profession from educational andtraining institutes.
a. Advertisements
b. Employment agencies
c. Deputation
d. Campus recruitment

63. _____ involves borrowing employees of other organization for a fixedperiod of time.

a. Deputation
b. Poaching
c. Unsolicited applications
d. E-recruitment

64. _____ involves attracting talented and competent employees of rival organization.

a. Deputation
b. Poaching
c. Unsolicited applications
d. E-recruitment

65. _____ involves asking company's existing employees to recommend candidates from their existing networks.

a. Employee referrals
b. Skill inventories
c. Retired employees
d. Job postings

66. _____serves to raise employee morale and improve the organization climate.

a. Internal recruitment
b. External recruitment
c. Both of the above
d. None of the above

67. _____gives the advantage of familiarity to the organization.

a. Internal recruitment
b. External recruitment
c. Both of the above
d. None of the above

68._____is the process of choosing most suitable candidate from all the applications received.

a. Recruitment
b. Selection

c. Promotion
d. Transfer

69. _____is a positive process.
a. Recruitment
b. Selection
c. Both of the above
d. None of the above

70. _____is a negative process.
a. Recruitment
b. Selection
c. Promotion
d. Transfer

71. _____the act of increasing knowledge and skill of an employee for doing a particular job.
a. Human Resource Planning
b. Recruitment
c. Selection
d. Training

72. _____is an on the job training method.
a. Lecture method
b. Case study
c. Understudy assignment
d. Business game

73. _____is not an off the job training method.
a. Lecture method
b. Case study
c. Understudy assignment
d. Business game

74. _____is an off the job training method.
a. Job rotation
b. Understudy assignment
c. Coaching

d. Role-playing

75. _____is not an on the job training method.

a. Job rotation
b. Understudy assignment
c. Coaching
d. Role-playing

76. _____the trainees work directly under individuals whom they are likelyto replace.

a. Job rotation
b. Understudy assignment
c. Coaching
d. Committee assignment

77. _____is also known as T-group training.

a. In-basket method
b. Sensitivity training
c. Business game
d. Role-playing

78. _____involves outdoor-based training programs.

a. In-basket method
b. Sensitivity training
c. Wilderness training
d. Role-playing

79. _____ is process of assessing employees' performance and providing feedback.

a. Recruitment
b. Selection
c. Performance appraisal
d. Compensation management

80. In_____method each employee is compared to all other employees doingthe same job.

a. Graphic rating method
b. Ranking method

c. Forced distribution method
d. Forced choice method

81. _____method is based on the principle of normal distribution.
a. Graphic rating method
b. Ranking method
c. Forced distribution method
d. Forced choice method

82. _____ involves a list of statements that describe characteristics and performance of employees.
a. Graphic rating method
b. Ranking method
c. Forced distribution method
d. Checklist method

83. _____ involves a written record on how employees during critical incidents.
a. Graphic rating method
b. Ranking method
c. Forced distribution method
d. Critical Incident method

84. _____ evaluation is done in terms of costs and contributions of the employees.
a. Graphic rating method
b. Ranking method
c. Human Assets Accounting
d. Critical Incident method

85. _____ involves gathering information from multiple people interacting with employee.
a. 360 degree feedback method
b. Ranking method
c. Human Assets Accounting
d. Critical Incident method

86. The objective of_____is evaluation of individuals in systematic and scientific manner.

a. 360 degree feedback method
b. Assessment Centres
c. Human Assets Accounting
d. Critical Incident method

87. _____involves giving higher rating to employee than actually deserved.

a. Leniency error
b. Central Tendency
c. Halo effect
d. Recency error

88. The_____occurs when managers have an overly positive view of a particular employee.

a. Leniency error
b. Central Tendency
c. Halo effect
d. Recency error

89. _____occurs when the rater neither gives very high or very low ratings.

a. Leniency error
b. Central Tendency
c. Halo effect
d. Recency error

90. _____ is a comprehensive method to review current human resources policies, procedures, documentation, and systems.

a. Human Resource Planning
b. Recruitment
c. Selection
d. Human Resource Audit

91. _____is reward for efforts of an employee.

a. Human Resource Planning
b. Recruitment
c. Selection
d. Compensation

92. _____ refers to defining, designing and deploying compensation and reward strategies.

a. Human Resource Planning
b. Recruitment
c. Selection
d. Compensation Management

93. _____are benefits are non-wage compensation that supplements an employee's salary.

a. Salary
b. Incentives
c. Perks
d. Fringe benefits

94. _____refers to various services, facilities and amenities provided to employeesfor the betterment.

e. Human Resource Planning
f. Career Development
g. Employee Welfare
h. Compensation Management

95. Welfare facilities within the organization is known as_____.

a. Intra mural welfare facilities
b. Extra mural welfare facilities
c. Both the above
d. None the above

96. _____whereby an employee is offered to voluntarily retire from services before the retirement date.

a. Compensation management
b. Employee Welfare
c. Voluntary Retirement Scheme
d. Human Assets Accounting

97. _____means involving workers in the decision making process.

a. Compensation management
b. Employee Welfare Management
c. Participative Management

d. Human Assets Accounting

98. _____employees are paid the share of profits in the form of shares andnot cash.

a. Works Committees
b. Co-partnerships
c. Employee Directors
d. Joint Management Council

99. _____includes equal representatives of employers and workers in the council.

a. Works Committees
b. Co-partnerships
c. Employee Directors
d. Joint Management Council

100. _____ is the practice of attracting, developing, rewarding, and retaining employees for the benefit of both the employees as individuals and the organization as a whole.

a. Human Resource Planning
b. Strategic Human Resource Management
c. Career Development
d. Compensation Management