TYBBI SEM V: Human Resource Management MCQs

1. **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

2. **_____ is the process of assessing organization's human resources in light of organizational goals and changing conditions.**
a. Training and development
b. Performance appraisal
c. Human Resource Planning
d. Job Design

3. **_____ is the process of understanding nature of job and its human requirements.**
a. Job analysis
b. Job description
c. Job specification
d. Job enlargement

4. **_____ describes content, environment and conditions of employment.**
a. Job design
b. Job description
c. Job evaluation
d. Job specification

5. **_____ identifies the knowledge, skills and abilities needed to the job effectively.**
a. Job design
b. Job description
c. Job evaluation
d. Job specification

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

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

7. _____ method of Job design involves breaking down jobs into small parts.

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

8. In _____ employee is rotated from one job to another.

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

9. _____ increasing the scope of a job by adding more tasks to it.

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

10. _____ involves increasing worker's control over planning and performance of the job.

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

11. _____ refers to reassignment of employee to position with higher pay and greater responsibilities.

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

12. Promotion on basis of _____ places emphasis on length of service.

a. Seniority

b. Merit

c. Efficiency

d. Recognition

13. Promotion on basis of _____ places emphasis on account of knowledge and skills.

a. Seniority

b. Merit

c. Cordial relations

d. Management preference

14. _____ is a lateral movement of individuals from one position to another.

a. Promotion

b. Demotion

c. Transfer

d. Lay-off

15. _____ 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

16. _____ 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

17. _____ 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

18. _____ movement of an employee within an organization to correct wrong placement.

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

19. _____ process of searching for prospective employees and stimulating them to apply for the jobs.

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

20. _____ is an internal source of recruitment.

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

21. _____ is an external source of recruitment.

a. Promotion
b. Transfer
c. Employee referrals
d. Campus interview

22. _____ 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

23. _____ involves recruiting trained profession from educational and training institutes.

a. Advertisements

b. Employment agencies

c. Deputation

d. Campus recruitment

24. _____ involves borrowing employees of other organization for a fixed period of time.

a. Deputation

b. Poaching

c. Unsolicited applications

d. E-recruitment

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

a. Deputation

b. Poaching

c. Unsolicited applications

d. E-recruitment

26. _____ 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

27. _____ is the process of choosing most suitable candidate from all the applications received.

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

28. _____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

29. _____ is also known as T-group training.

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

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

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

31. In _____ method each employee is compared to all other employees doing the same job.

a. Graphic rating method
b. Ranking method
c. Forced distribution method
d. Forced choice method

32. _____ 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

33. _____ **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

34. 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

35. 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

36. _____ **occurs when the rater neither gives very high or very low ratings.**

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

37. _____ **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

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

a. Human Resource Planning

b. Recruitment

c. Selection

d. Compensation Management

39. _____ refers to various services, facilities and amenities provided to employees for the betterment.

e. Human Resource Planning

f. Career Development

g. Employee Welfare

h. Compensation Management

40. _____ 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

41. _____ means involving workers in the decision making process.

a. Compensation management

b. Employee Welfare Management

c. Participative Management

d. Human Assets Accounting

42. _____ employees are paid the share of profits in the form of shares and not cash.

a. Works Committees

b. Co-partnerships

c. Employee Directors

d. Joint Management Council

43. _____ includes equal representatives of employers and workers in the council.

a. Works Committees

b. Co-partnerships

c. Employee Directors

d. Joint Management Council

44. _____ 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

45. _____ are benefits are non-wage compensation that supplements an employee's salary.

a. Salary

b. Incentives

c. Perks

d. Fringe benefits

46. _____ the trainees work directly under individuals whom they are likely to replace.

a. Job rotation

b. Understudy assignment

c. Coaching

d. Committee assignment

47. _____ is a positive process.

a. Recruitment

b. Selection

c. Both of the above

d. None of the above

48. _____ is a negative process.

a. Recruitment

b. Selection

c. Promotion

d. Transfer

49. _____ are autonomous work groups.

a. Self-managing teams

b. Job rotation

c. Job enlargement

d. Job enrichment

50. _____ is not a characteristic of Job Design.

a. Skill variety

b. Feedback

c. Autonomy

d. Work flow