

# **G L Bajaj Institute of Management and Research**

**PGDM Batch**

**Academic Session 2021-22**

**Mid Term Quiz**

**Batch: 2021-23**

Subject Name: **Human Resource Management**

Subject Code: **PG21**

Name of Student:

Maximum Marks: 40

Marks Obtained

Note:

1. Writing anything except Roll Number on Quiz paper will be deemed as an act of indulging in unfair means and action shall be taken as per rules.
2. There is no negative marking for wrong answer.
3. Tick mark the correct answer.

Q1            The HRM Approach focuses on  
A            designing the content of the training to be delivered  
B            the compensation system  
C            performance management  
D            the quantitative and strategic aspects of managing HR

Answer Key :D

Q2. Celina has been asked to prepare a new employee orientation program for her organization. Her work lies in which function of HRM

A            Performance Management  
B            Human Resource Development  
C            Procurement  
D            Career development

Answer Key :B

Q3            Dave Ulrich has propounded all these roles of HR except

A            Employee agent  
B            Change Champion  
C            Strategic Partner  
D            Both a and b

Answer Key :D

Q4            The SHRM process includes all of the following except

A            Outlining mission and goals  
B            environment analysis  
C            strategy formulation  
D            strategic intent

Answer Key :D

Q5. Which of the following functions of HRM deals with vacation leave administration

A            Employee relations  
B            Compensation and benefits  
C            Employee facility management  
D            Employee shared services

Answer Key :B

- Q6 Which of the following is the function of Talent acquisition team:  
A Sourcing  
B Human resource development  
C Talent management  
D All of the above

Answer Key :A

- Q7 Which era focuses on Paternalistic approach to management  
A Social Responsibility era  
B Scientific Era  
C Tradeunion movement era  
D Human relations era

Answer Key :A

- Q8. Which of the following HR strategies fits best with overall differentiation business strategy?  
A Narrow career paths  
B Broad career paths  
C Hierarchical pay  
D Explicit job descriptions

Answer Key :B

- Q9 Which of the following is the operative function of HR managers?  
A Planning  
B Development  
C Organising  
D Production

Answer Key :B

- Q10 Procurement function of management is concerned with  
A Human resource development  
B Compensation management  
C Talent acquisition  
D Leave management

Answer Key :C

- Q11 Identify the odd one out of the following functions of HRM  
A Sourcing  
B Job Posting  
C Telephonic Interview  
D Orientation

Answer Key :D

- Q12. The .....strategy assumes price elasticity in demand for products or services is high  
A Concentration  
B Cost leadership  
C Differentiation  
D Focus

Answer Key :B

- Q13 Which of the following is not an environmental challenge faced by HR  
A Competition from scarce inputs  
B Global competition  
C Environmental uncertainty  
D Changing workforce

Answer Key :A

Q14. Which of the following term describes the statement: The process of integrating the employees' needs and aspirations with organisational needs.

- A Career Planning
- B Training and Development
- C Performance Management
- D Welfare management

Answer Key :A

Q15 Which of the following statement is "False":

- A HRM is not an end in itself
- B HRM is a 'Hard Discipline'
- C HR is the most important assets of the organizatio
- D Human beings behave in widely differing and complicated ways

Answer Key :B

Q16 Human resource departments are

- A Line departments
- B Staff departments
- C Service departments
- D Functional departments

Answer Key :C

Q17. A method by which an organization collects, maintains and reports information on people and jobs is called as:

- A Job Analysis
- B Job Evaluation
- C Human resource information system
- D Human resource management system

Answer Key :C

Q18 Employee welfare is defined as:

- A An activity aimed at increasaing the knowledge and abilities of workmen
- B An activity aimed at making life worth living for worken men
- C An activity aimed at bring people and organizations together for mutual goal attainment
- D An activity aimed at integrating employees' needs and aspirations with organizational needs

Answer Key :B

Q19 Which of the following statement it correct

- A The term 'workforce' means people working at lower levels only
- B HR is an open system with in an organization but organizations themselves are closed
- C Efficient means producing right thinhgs through right ways
- D It is no better to pay employees too little than to pay too much

Answer Key :D

Q20. The process of examining and evaluating HR policies, procecdres aand activities to determine HRM eeffectiveness is known as

- A Human resoure accounting
- B Human recourse audit
- C Human Resource research
- D Human resoure management

Answer Key :A

Q21 An organisation declares a voluntary retirement scheme for its employee. What is one of the basic objectives of such action?

- A To temporarily lay-off employees

- B Downsizing
- C Make some jobs redundant
- D Prevent stagnation of managerial employees.

Answer Key :b

Q22 An employee friendly organisation looking to reduce manpower and helping employees by job assistance. What practice of dealing surplus manpower will it called be?

- A Retrenchment
- B Lay-off
- C Outplacement
- D Attrition

Answer Key :c

Q23 To avoid the challenges of dealing with regular changes in the requirements for manpower, which of the below method is used by firms?

- A Outplacement
- B Lay-offs
- C Outplacement
- D Outsourcing

Answer Key :D

Q24 To prepare two documents,the data compiled through job analysis . First document is \_\_\_\_\_ that describes the tasks and responsibilities and \_\_\_\_\_documents the is information about the job incumbent listing qualification, knowledge, skills, experience and personal characteristics required and personal characteristics required for the job to be done.

- A Job description, job specification.
- B Job description, job specification.
- C Job specification, Job description,
- D Job evaluation, job specification.

Answer Key :A

Q25 The information for Job analysis is collected from various stakeholders but not from

- A Job incumbent
- B Other organisation's expert
- C Seniors of the department
- D End user of the product

Answer Key :D

Q26 A job specification is explanation of the minimum knowledge, skills, traits and physical, and mental characteristics that an incumbent must possess to perform the job successfully. In this the specifications are captured under four headings. Which of the following is not one of those headings?

- A Attitude specification
- B Emotional and skill specification
- C Behavioral specification
- D Supervisory responsibility specification

Answer Key :D

Q27 A good recruitment program aims at

- A Facilitating recruiter with a wide choice of relevant candidates
- B Pooling the best people for the position
- C cost and time optimization
- D All of the above

Answer Key :D

HR manager can explore different sources of recruitment, depending on factors such as

- i. level of position
- ii. Requirement of total no. of People
- iii. Availability of time
- iv. Funds allocated for human resource development

Q28

- A I, ii, iii, iv
- B ii, iii, iv
- C i, iii, iv
- D i, ii, iii

Answer Key :A

An organization has wide choices in human resources if it goes in for recruitment from external sources \_\_\_\_\_ may not be used while opting external search for employees.

Q29

- A Local newspaper Advertisement
- B Employee referrals
- C Campus Placement activity
- D Circulars on the intranet

Answer Key :D

There are multiple methods of recruiting from external sources, few popular methods are employee referrals, employment exchanges, private placement agencies, advertisements, campus recruitment. Etc. which of the following recruitment source has the widest reach among candidates?

Q30

- A Campus recruitment
- B Advertisements
- C Employment exchanges
- D Recruitment agencies

Answer Key :B

The process of choosing the most suitable candidate for a job position from the applicants pool is termed as \_\_\_\_\_

Q31

- A Hiring
- B Placement
- C Selection
- D Employing

Answer Key :C

The selection process depends on a many factors which include \_\_\_\_\_

- i. strategy and objectives of organisation
- ii. Job Responsibility
- iii. Qualification , experience and skills required to perform the task
- iv. Recruitment methods

Q32

- A I, ii, iii
- B Ii, iii, iv
- C Only i, ii
- D Only iii, iv

Answer Key :A

The \_\_\_\_\_ is the most commonly used for gathering information about prospective candidates during selection procedure

Q33

- A Application form
- B Reference check
- C Campus interview
- D Situation test

Answer Key :A

- Q34 The success of an organisation mainly depends on recruitment of talent . Which of the following activities is not related with the recruitment process?
- A Tapping the existing sources of applicants and developing new sources
  - B Preparing job description, job specification, job requirements, and employee specification
  - C Deciding the recruitment procedure
  - D Attracting candidates against a vacancy in an organization.

Answer Key :B

- Q35 Job Description and Job Specification may not be used for
- A Compensation management
  - B Performance appraisal
  - C Product performance
  - D Employee Engagement

Answer Key :C

- Q36 Which one is not required during Environmental Scanning under Human Resource Planning
- A Labor market
  - B organisational strength
  - C Technological changes
  - D Employee Appointment Letters

Answer Key :D

- Q37 HR Forecasting assumes \_\_\_\_\_ of manpower
- A Demand
  - B Supply
  - C Supply and Demand
  - D Balance

Answer Key :C

- Q38 Which tests is designed to analyse a job candidate's mental abilities and capabilities?
- A Motor and physical abilities tests
  - B Personality and interests tests
  - C Cognitive abilities tests
  - D Achievement tests

Answer Key :C

- Q39 \_\_\_\_\_ is the kind of interview in which job candidates are asked how they behaved in the past in some situation

- A situational
- B sequential
- C directive
- D behavioral

Answer Key :D

- Q40 Too great a reliance on internal recruitment can result in:
- A job performance Reduction
  - B High labour turnover
  - C Internal conflict
  - D Poor group dynamics

Answer Key :A