

Instructions: -  
 All questions are compulsory  
 Marks to the right indicate full marks

Marks:- 75  
 Time- 2 1/2hrs

**Q1.(A) Fill in the blanks (any eight)**

**(08 marks)**

- i) Job \_\_\_\_\_ is the systematic exploration of activities within the job ( design, specification, analysis )
- ii) Job \_\_\_\_\_ focuses on work flow, methods to be used, machines and layout of work place (Description, Engineering, specification)
- iii) \_\_\_\_\_ is the most common form of upward or vertical mobility of an employee for better position. (promotion, transfer, selection)
- iv) \_\_\_\_\_ is a traditional and widely used device for getting preliminary information from the candidate (advertisement, application blank, screening)
- v) \_\_\_\_\_ helps to minimise the number of candidates to be called for job interview. (discrimination, pre-screening, poaching)
- vi) A \_\_\_\_\_ interview is designed to intensively examine the candidates proficiency in his area of special interest. (Stress , formal , Depth)
- vii) \_\_\_\_\_ test measures the temperament, maturity, initiative, and other innate traits of an individual. (Attitude, personality, interest)
- viii) The socialisation process in which an individual is trained in a formal environment away from the work group is termed as \_\_\_\_\_ socialisation ( individual, formal, informal)
- ix) \_\_\_\_\_ is a process wherein two parties bargain or interact to resolve a conflict jointly. ( Scouting, discussing, negotiating )
- x) The concept of job enrichment has been derived from Herzberg \_\_\_\_\_ theory of motivation. ( need for achievement, hygiene, two factor)

**(B) Say true or false (any seven)**

**(07 marks)**

- i) Job rotation is done to reduce monotony and boredom and to add variety to the job.
- ii) Scouting means sending the representatives of the organisation to various sources of recruitment in order to stimulate the candidates to apply.
- iii) Interpersonal skills are also referred to as communication or people skills
- iv) Behavioural interview asks the interviewee to describe how he would react in a particular situation.
- v) Penal transfers are made to correct the wrong selection and placement of the employee.
- vi) When jobs are broken down into sub-parts it is called as job modification
- vii) Resignation letter should include the reason of your leaving the organisation.
- viii) Ergonomics is an approach to job design which focuses on minimising the physical demands and risks of works.
- ix) E-recruitment turns out to be an in- expensive and time consuming source of recruitment.
- x) Advertisement is the most popular and common method of seeking recruits because of its wider reach

**Q2. Answer the following**

A) Explain Job analysis with respect to its two areas namely: - (15 marks)

i) Job Description and ii) Job specification

OR

B) i) What do you mean by Recruitment and evaluate the need and importance of Recruitment (08 marks)

(ii) State the features of Promotion and enumerate the three types of Promotion methods. (07 marks)

**Q3. Answer the following**

A) What is the meaning of selection? Describe the steps in the process of selection. (15 marks)

OR

B) (i) How can organisations make Advertisements effective. Design a format of an advertisement for the post of HR manager for a leading New paper. (08 marks)

(ii) Discuss the importance of an Interview in the selection process and also state its limitations in brief (07 marks)

**Q4. Answer the following**

A) State the requisites of an effective Induction programme and discuss the various types of Inductions (15 marks)

OR

B) (i) What is the meaning of Orientation and explain the different stages of orientation process (08 marks)

(ii) Define socialisation? What are the various types of socialisation? (07 marks)

**Q5. Answer the following**

A) (i) Evaluate the Advantages and dis-advantages of Video Conferencing (08 marks)

(ii) Discuss the importance of Exit Interview (07 marks)

OR

B) **Write short notes on** (05x3=15mark)

i) Preparing Bio-data and CV

ii) Presentation skills

iii) Group discussion