



Roll No.....

Plot No. 2, Knowledge Park-III, Greater Noida (U.P.) –201306

**POST GRADUATE DIPLOMA IN MANAGEMENT (2021-23)
MID TERM QUIZ EXAMINATION (TERM -III)**

Subject Name: Talent Acquisition, Retention & Engagement

Time: **01.00 hrs**

Sub. Code: PGH31

Max Marks: **20**

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 marks the correct answer.**

Attempt all questions. All questions are compulsory.

40×0.5 = 20 Marks

1. A database of job seeker profiles used by recruitment professionals to match job openings to available applicants.
 - A) Job Portal
 - B) Referral candidates
 - C) Job Advertising
 - D) Talent Pool**
2. The process of promoting a company, or an organization, as the employer of choice to a desired target group, one which a company needs and wants to recruit and retain.
 - A) Company Promotion
 - B) Employer Branding**
 - C) Retention Strategy
 - D) Engagement strategies
3. A process during which organizations consider different variables that affect the future supply and demand for talent, such as strategic plans is known as:
 - A) Labour Market
 - B) Vision of company
 - C) Manpower planning
 - D) Talent Forecasting**
4. The ratio of the number of people hired to the number of suitably qualified candidates obtained is known as:

- A) Recruitment Ratio
- B) HR Ratio
- C) Employee turnover ratio
- D) Selection Ratio

5. Which term refers to the holistic, integrated and results and goal-oriented process of planning, recruiting, selecting, developing, managing, and compensating employees?

- A) job analysis
- B) HR alignment
- C) strategic planning
- D) talent management

6. Connor, a manager at a boat manufacturing firm, takes a talent management approach to his duties. Which of the following would Connor most likely do?

- A) coordinate recruitment and compensation activities
- B) use different competencies for recruitment and development
- C) rely primarily on applicant testing results for hiring decisions
- D) manage employees based on their experience with the organization

7. Which of the following terms refers to the procedure used to determine the duties associated with job positions and the characteristics of the people to hire for those positions?

- A) job description
- B) job specification
- C) job analysis
- D) job context

8. The information resulting from a job analysis is used for writing _____.

- A) job descriptions
- B) corporate objectives
- C) personnel questionnaires
- D) training requirements

9. All of the following types of information will most likely be collected by a human resources specialist through a job analysis EXCEPT _____.

- A) work activities
- B) human behaviors
- C) performance standards
- D) employee benefits options

10. Allison, a manager at a large clothing retail store, needs to determine essential duties that have not been assigned to specific employees. Which of the following would most likely provide Allison with this information?

- A) work activities
- B) job context
- C) **job analysis**
- D) performance standards

11. Marcus, an HR manager for Samsung, must decide what positions the firm should fill in the next six months, which means Marcus is currently working on _____.

- A) screening job candidates
- B) **personnel planning**
- C) interviewing job candidates
- D) writing job descriptions

12 Marie Boyd has been hired by Barnum Hotels to manage staffing for the regional hotel chain. Barnum intends to open two new hotels within the next three years and will have many job positions to fill. Historically, employee turnover is high at Barnum as employees remain with the company for one or two years before quitting. Marie realizes that Barnum needs to make significant changes in its personnel strategy in order to meet the company's goals for the future and improve employee retention rates.

Which of the following, if true, most likely undermines Marie's decision to fill top positions with inside candidates?

- A) **Barnum needs to head in a different direction with innovative ideas if it is to remain competitive with other hotel chains.**
- B) Many current Barnum employees have indicated they are loyal to the firm by rejecting offers to work at competing hotels.
- C) Training new employees about the practices and procedures at Barnum is costly in regards to both time and money.
- D) The influence of local labor unions and EEO legislation is blamed for the high turnover rate among Barnum employees.

13. Mr. Soni has been hired by Taj Hotels to manage staffing for the regional hotel chain. Taj intends to open two new hotels within the next three years and will have many job positions to fill. Historically, employee turnover is high at Taj as employees remain with the company for one or two years before quitting. Soni realizes that Taj needs to make significant changes in its personnel strategy in order to meet the company's goals for the future and improve employee retention rates.

All of the following questions are relevant to Soni's decision to fill top positions at the new hotels with internal candidates EXCEPT:

- A) What are the key managerial positions that are available at the new hotels?

B) What percentage of employers in the service industry use succession planning?

- C) What skills, education, and training have been provided to potential candidates?
- D) What is the designated procedure for assessing and selecting potential candidates?

14. Finding or attracting applicants for an employer's open positions is known as _____.

- A) succession planning
- B) employee recruiting**
- C) personnel planning
- D) job posting

15. Newton Manufacturing is using a private employment agency to recruit individuals for management positions. As the HR manager at Newton, you need to ensure that applicants are screened properly, so you should _____.

- A) provide the agency with an accurate job description**
- B) post jobs on the firm's intranet and bulletin boards
- C) develop applicant screening software for internal hires
- D) send HR experts to monitor the agency's recruiting activities

16. A comprehensive standardized procedure in which multiple assessment techniques that allow the candidates to demonstrate, under standardized conditions, the skills and abilities most essential for success in a given job and are used to evaluate individual employee for variety of manpower decisions

- A) Role plays
- B) In-basket
- C) Business games
- D) Assessment center**

17. The request for the recruitment of line personnel are given by:

- A) Staff personnel
- B) Line personnel**
- C) HR M Manager
- D) COO

18. Structured interview is also called

- A. non directive interview**
- B. directive interview
- C. both A and B
- D. collaborative approach

19. An interview, in which you ask about a candidate's behavior in a certain given situation is

A. situational interview

B. situational test

C. behavioral tests

D. job related questions

20. Mechanism through which new employees acquire the necessary knowledge, skills, and behaviors to become effective organizational members and insiders

A) On-boarding

B) Training

C) Induction program

D) Appraisal

21. "Tell me about the last time a co-worker or customer got angry with you. What happened?" question asked by interviewer is example of:

A. HR Round

B. Behaviour Interview

C. Situational Interview

D. Panel Interview

22. Where interviewer may act in an inappropriate or hostile manner, subjecting you to a long wait, talking abruptly, or answering phone calls mid-interview. They may ask challenging questions in a demeaning tone, interrupt you or ask you to constantly repeat yourself. It is typical example of

A. non directive interview

B. directive interview

C. Behaviour Interview

D. **Stress Interview**

23. They advertise job vacancies through worldwide web.

A) Advertisement

B) Job Portals

C) Consultants

D) Referral system

24. What would be your approach for introducing a product into a foreign market? What are the risks and benefits to consider i.e. producing in your own country vs producing in the new country. This is:

A. Stress Interview

B. Behaviour Interview

C. Case Interview

D. General Interview

25. When Interviewer asks interviewee: 'A toy company has been experiencing decline sales for the last two seasons. Research suggests that introducing several new product lines is the solution. Develop a marketing strategy for the company's largest product line, including pricing, product packing, etc" it is:

- A. Panel Interview
- B. HR Interview
- C. Stress Interview
- D. **Situation Interview**

26. Job Description is developed through a process of:

- (a) Role Analysis
- (b) Job Analysis**
- (c) Performance Evaluation
- (d) Potential appraisal

27. Performance Management system has to do with:

- a) Medical leave
- b) Earned Leave
- c) Raising employees performance levels**
- d) Fixed timings

28. The request for the recruitment of line personnel are given by:

- A) Staff personnel
- B) Line personnel**
- C) HR M Manager
- D) COO

29. Human Resource planning is one of the themes, relevant to:

- a) Manpower budgeting**
- b) Career planning
- c) Training and development
- d) Role analysis

30. Downsizing is a process carried out to:

- A) Terminating
- B) Suspending An exciting life
- C) Rewarding
- D) Reducing the manpower**

d. Disinvestment

31. Noe argues that providing _____ training gives organisations a competitive advantage.

- A) On-line
- B) investment- led
- C) tactic- knowledge**
- D) explicit knowledge

32. In the strategic Training & Development process, all except _____ are examples of metrics showing the value of training.

- a. Improved quality
- b. Employee satisfaction
- c. Reduced turnover
- d. **Increased participation in training programmes.**

33. The type of training an organization offers and the resources provided are influenced by the HR functions.

- a. Job analysis and Human Resource Planning
- b. Compensation and benefits
- c. **Staffing and Human Resource Planning**
- d. Performance Management & Human Resource Planning

34. Team building is a common training implication of _____ and _____ strategies.

- a. Concentration, external growth
- b. Disinvestment, external growth
- c. Internal growth, concentration
- d. ~~Disinvestment, concentration~~
Here he maintain contacts within the local

35. Ravi Karla has recently been hired by JK Pharma as Sr. VP – HR. JK Pharma has history of having problems within its HR department including recruiting and retaining talent, inadequate employee training programmes, confusion regarding wellness and benefit initiatives etc. With years of experience in transforming HR department with others organisations, Ravi Karla believes ha can fix HR department here.

Which of the following best supports Ravi's ideas to develop a shared services arrangement to handle benefit administration?

- a. An embedded HR unit would assist top management with big picture issues as well as benefit administration
- b. Extensive training to line managers so that they fully understand the different insurance options available to employees.
- c. **Outside vendor specializing in all aspects of benefits administration would provide improved support to firm's employees**
- d. Lower insurance premium would eliminate the need for outsourcing services and improve employee health coverage

36. Companies rated best for talent management are those who have high:

- A) **High collegial environment**
- B) High autocratic environment
- C) High bureaucratic environment

D) High entrepreneurial culture

37. good talent management practice is about:

- A) **Nurturing subordinates**
- B) Working in group
- C) Having good interpersonal relationship
- D) Influence style of management

38. High challenge and support is good for:

- A) **Business partnering**
- B) Individualistic style of management
- C) Dominating subordinates
- D) Dysfunctional for working

39. Skills required to perform job can be best had from:

- A) **Activities required to be done for the job**
- B) The skills needed for performing the activities
- C) Line personnel
- D) HR group

40. The greatest challenge of talent management is:

- A) **Creating the right person job fit and continuous nurturance by superior**
- B) Attracting the most talented people available in the market
- C) Good employee retention practices
- D) Good employee engagement practices