

SET	TYPE	MARKS	QUESTION	CO	PI	Bloom's Level	Accessible For	ANSWER-ONE	ANSWER-ONE-STATUS	ANSWER-TWO	ANSWER-TWO-STATUS	ANSWER-THREE	ANSWER-THREE-STATUS	ANSWER-FOUR	ANSWER-FOUR-STATUS
A	SINGLE-CORRECT	1	Mr. A must decide what positions the firm should fill in the next six months. What activity is Mr. A working on?	CO1		Apply	My Institute	Interviewing	Incorrect	Training	Incorrect	Recruitment	Incorrect	Personnel planning	Correct
A	SINGLE-CORRECT	1	Human Resource Planning facilitates international expansion strategies.	CO2		Understand	My Institute	TRUE	Correct	FALSE	Incorrect				
A	MULTIPLE-CORRECT	1	_____ is the process of estimating the quantity and quality of people required to meet future needs of the organisation.	CO2		Understand	My Institute	Demand forecasting	Correct	Supply forecasting	Correct	Environment forecasting	Incorrect	HRP	Correct
A	SINGLE-CORRECT	1	Recruiting via internal is a process of HRP	CO2		Apply	My Institute	TRUE	Correct	FALSE	Incorrect				
A	SINGLE-CORRECT	1	On the date of joining the employee is introduced to the company and other employees. This process is called as ____	CO2		Apply	My Institute	Training	Incorrect	Induction	Correct	Introduction	Incorrect	Freshers Welcome	Incorrect
A	SINGLE-CORRECT	1	Detailed and systematic study of information relating to operations and responsibilities of a specific job	CO1		Understand	My Institute	Job Description	Correct	Job Analysis	Incorrect	Job Designing	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	The immediate products of job analysis are ____	CO1		Understand	My Institute	Job Description	Correct	Job Specification	Correct	Job rotation	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	____ tells what kind of person to recruit and for what qualities that person should be tested.	CO2		Apply	My Institute	Job Description	Incorrect	Job Specification	Correct	Job Designing	Incorrect	All of the Above	Incorrect
A	SINGLE-CORRECT	1	The tests which are applied at the initial stages of selection to screen out candidates who are most likely to be unsuitable for the job	CO2		Apply	My Institute	Psychometric Test	Correct	Personality Test	Incorrect	Aptitude Test	Incorrect	Language Comprehension Test	Incorrect
A	SINGLE-CORRECT	1	Which of these is the purpose of recruitment?	CO1		Understand	My Institute	Make sure that there is match between cost and benefit	Incorrect	A Help increase the success rate of the selection process by reducing the number of visibly underqualified or over qualified job applicants	Incorrect	Help the firm create more culturally diverse workforce	Correct	None of the above	Incorrect
A	SINGLE-CORRECT	1	A _____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.	CO2		Apply	My Institute	Selection	incorrect	Training	Incorrect	Recruitment	Correct	Induction	Incorrect
A	SINGLE-CORRECT	1	A _____ refers to the process of a meeting at which somebody asks questions to find out whether a person is suitable for the job	CO2		Apply	My Institute	Employment interview	Correct	Reference and background checking	Incorrect	Medical test	Incorrect	All of the above	Incorrect
A	SINGLE-CORRECT	1	Which of the following is the source of internal recruitment?	CO1		Understand	My Institute	Poachers	Incorrect	Interns	Incorrect	Referrals	Correct	Campus recruits	Incorrect
A	SINGLE-CORRECT	1	_____ is the process of searching for prospective employees and stimulating them to apply for jobs in the organisation.	CO2		Apply	My Institute	Advertising	Correct	Recruitment	Incorrect	Selection	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	Which of the following is the internal source of recruitment?	CO1		Understand	My Institute	Advertisement	Correct	Reference and background checking	Correct	Employment agency	Correct		

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A	SINGLE-CORRECT	1	Advertisements through newspapers, TV, radio, professional journals and magazines are _____ methods of recruitment.	CO2		Apply	My Institute	Direct	Correct	Indirect	Incorrect	Third-party	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	The primary aim of recruitment and selection process is to :	CO1		Understand	My Institute	Meet the high labour turnover	Incorrect	Hire the best individuals at optimum cost	Correct	Ensure the availability of surplus in the case of sickness and absence	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	The type of testing used in employee selection includes	CO2		Understand	My Institute	Personality test	Incorrect	Ability test	Incorrect	Integrity test	Incorrect	All of the above	Correct
A	SINGLE-CORRECT	1	Which is not an advantage of external Source of recruitment?	CO1		Understand	My Institute	New blood	Incorrect	More competition	Incorrect	Less expensive	Correct	Less partial	Incorrect
A	SINGLE-CORRECT	1	Campus selection is an _____ source of recruitment	CO2		Apply	My Institute	Internal	Incorrect	External	Correct				
A	SINGLE-CORRECT	1	The most vital resource for an organization is its _____.	CO1		Understand	My Institute	Land, building and machinery	Incorrect	Employees	Correct	Shareholders	Incorrect	Bank deposits and financial assets	Incorrect
A	SINGLE-CORRECT	1	Generally, a temporary staff is employed by an organization for _____.	CO1		Understand	My Institute	Medium-term projects	Incorrect	Long-term projects	Incorrect	Short-term projects	Correct	Low-end jobs	Incorrect
A	SINGLE-CORRECT	1	A _____ is a tool that explains the tasks, duties, functions and responsibilities of a position.	CO2		Apply	My Institute	Job Description	Correct	Checklist	Incorrect	Job analysis	Incorrect	Advertisement	Incorrect
A	SINGLE-CORRECT	1	_____ is usually the last stage of the recruitment process wherein a variety of testing techniques are designed to allow candidates to demonstrate the skills and abilities that are most essential for success in a given job.	CO2		Apply	My Institute	Business games	Incorrect	Interviews	Correct	Assessment centre	Incorrect	Personality test	Incorrect
A	SINGLE-CORRECT	1	Forecasting is important in the case of _____.	CO1		Understand	My Institute	Developing employee stock option plans	Correct	A Developing existing products	Incorrect	Developing new products or new product lines	Incorrect	Developing reports for government regulatory agencies	Incorrect
A	SINGLE-CORRECT	1	_____ is not an external source of recruitment	CO1		Understand	My Institute	Campus selection	Incorrect	Internal advertisement	Correct	Consultancy	Incorrect	Walk-in	Incorrect
A	SINGLE-CORRECT	1	Effective manpower planning helps an organization to achieve _____.	CO2		Apply	My Institute	High quality goods and services	Incorrect	Market leader position	Incorrect	Financial self-sufficiency	Incorrect	Goals and objectives	Correct
A	SINGLE-CORRECT	1	_____ is the process of designing and implementing goals, plans, and strategies to enable the organization to satisfy employee needs while allowing individuals to achieve their career goals.	CO1		Understand	My Institute	HR forecasting	Incorrect	Talent development	Correct	Manpower development	Incorrect	Career management	Incorrect
A	SINGLE-CORRECT	1	Internal recruitment has the potential to increase the _____ of employees.	CO1		Understand	My Institute	Morale	Correct	Conflicts	Incorrect	Misunderstanding	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	Which one of the tests measures the applicant's level of knowledge and skill in a particular job in which one he will be appointed?	CO2		Apply	My Institute	Personality test	Incorrect	Achievement test	Incorrect	Interest test	Incorrect	Aptitude test	Correct

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A	SINGLE-CORRECT	1	Which of the following selection test is conducted by organisation to measure the ability to learn a given job when given adequate training?	CO2		Apply	My Institute	Situational test	Incorrect	Achievement test	Incorrect	Aptitude test	Correct	Intelligence test	Incorrect
A	SINGLE-CORRECT	1	The process of narrowing a large number of candidates to a smaller field is called	CO1		Understand	My Institute	Rushing	Incorrect	Recruitment	Incorrect	Selection	Correct	Enrollment	Incorrect
A	SINGLE-CORRECT	1	Which one of the following is not an example of external recruitment?	CO2		Apply	My Institute	Open advertisement	Incorrect	Transfer	Correct	Recommendation from reputed person	Incorrect	Telecasting	Incorrect
A	MULTIPLE-CORRECT	1	Key elements of Job description includes	CO2		Apply	My Institute	Job Title	Correct	Job specifications	Correct	Job rotation	Incorrect	Job enlargement	Incorrect
A	SINGLE-CORRECT	1	_____ is a selection test which judges the emotional ability which will help to judge work in group	CO2		Apply	My Institute	Personality test	Correct	Intelligence test	Incorrect	Mental ability test	Incorrect	None of the above	Incorrect
A	SINGLE-CORRECT	1	The purpose of an application blank is to gather information about the _____	CO1		Understand	My Institute	company	Incorrect	candidate	Correct	questionnaire	Incorrect	competitors	Incorrect
A	SINGLE-CORRECT	1	Which of the following is not a part of job description?	CO2		Apply	My Institute	Job title	Incorrect	Induction process	Correct	General information	Incorrect	Purpose of position	Incorrect
A	SINGLE-CORRECT	1	Which one of the following initiatives is not the strategy for managing shortage of employees in an organisation?	CO1		Understand	My Institute	Attempt to reduce turnover	Incorrect	Offer incentives to postpone retirement	Incorrect	Hire temporary employees	Incorrect	Employee training	Correct
A	SINGLE-CORRECT	1	Employee referral is _____	CO1		Understand	My Institute	an internal method of recruitment	Incorrect	an indirect method of recruitment	Incorrect	Third-party method of recruitment	Incorrect	Internet recruitment	Incorrect
A	SINGLE-CORRECT	1	Assigning a specific rank and responsibility to an employee is known as _____	CO1		Understand	My Institute	job	Incorrect	Task	Incorrect	Placement	Correct	Selection	Incorrect