This Question paper Comprise with section – A,B & C Total :100 marks

 SECTION -A

Answer all from the following questions. Each answer carries equal marks.

 5x6=30 marks.

1.Line Manager.

2. Staff Manager.

3. Job Description.

4.Recruitment.

5.Rehiring.

 SECTION -B

 3X20=60 marks

From the following questions attempt any three (3) answers. Each answer carries equal marks.

1.Describe the few points of Changing environment of Human Resource Management.

2.Explain few points from the Nature of Job Analysis.

3.From the Method of Collecting Job Analysis explain on Observation method.

4.Describe the few points on Pre employment testing from the Selection process.

5.From the Recruitment and Selection describe few points on Private Agencies.

6.From the Recruitment and Selection describe few points on Constructing Advertisements.

 SECTION -C 10x1= 10 marks.

 Answer all from the following questions

1.Conducting the Job Analysis is the Sole responsibility of the HR Specialist.

 True/False ( )

2.The Planning Function of management includes establishing goals and standards and developing forecasts. True/False ( )

3.Staff Managers are authorized to issue orders to subordinates and are directly in charge of accomplishing the organizations basic goals. True/False ( )

4. Autonomy is the right to make decisions, direct the work of others, and give orders.

True/False ( )

5. Human resource managers are generally staff managers. True/False ( )

6. Which function of the management process includes delegating authority to subordinates and establishing channels of communication?

A) staffing B) organizing C) motivating D) leading. ( )

7. \_\_\_\_\_\_\_\_ is the process of acquiring, training, appraising, and compensating employees, and attending to their labor relations, health and safety, and fairness concerns. ( )

A) Industrial psychology B) labor relations C) HRM D) Behavioral Management.

8.Which of the following human resource management specialties calls for collecting data to write job descriptions?

A) job analyst B) job training specialist C) compensation manager .

9.An employer will most likely use a private employment agency in order to ( )

A) reach unemployed individuals B) Fill a specific job opening quickly

C) adhere to federal hiring practices.

10.) Which of the following is the primary disadvantage for employers who use private employment agencies to fill positions?

A) White-collar applicants are difficult to attract. B) Applicant Screening may not be enough C) Applicant Processing time. ( )