

PARUL UNIVERSITY
FACULTY OF SOCIAL WORK
MSW-HRM, Winter 2017-18 Examination

Semester: 1**Date: 21/12/2017****Subject Code: 10202101****Time: 10:30 am to 1:00 pm****Subject Name: Introduction to HRM****Total Marks: 60****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate full marks.
3. Make suitable assumptions wherever necessary.
4. Start new question on new page.

Q.1 A) Multiple Choice Questions:**(10)**

1. _____ implies objective listing of the job title, task, duties and responsibilities in a job
a) Job Evaluation b) Job Analysis c) Job Design d) Job Description
2. The term _____ refers to the total knowledge, skills, creative abilities, talents and aptitudes of an organization's workforce as well as the values, attitudes and belief of the individuals involved.
a) Human Relations b) Human resource Management
c) Human Resource Planning d) Human Resources
3. In BARS method, B stands for _____
a) Behavior b) Behave c) Behaviorally d) none of these
4. "Job Specification involves conscious efforts to organize tasks, duties and responsibilities into a unit of work to achieve certain objectives". Is the above sentence true or false
a) True b) False
5. The term procurement stands for _____
a) Training and development b) pay and benefits
c) recruitment and selection d) health and safety
6. "Aligning HR strategy with business strategy is known as Strategic Partners". Is the above sentence true or false
a) True b) False
7. The human resource management functions aim at _____
a) ensuring that the human resources possess adequate capital, tool, equipment and material to perform the job successfully
b) helping the organization deal with its employees in different stages of employment
c) improving an organization's creditworthiness among financial institution
d) None of the above
8. Which of the following is the modern method of performance appraisal?
a) Ranking b) Assessment Center
c) Checklist d) Graphic Rating
9. Introducing a new employee to the organization, its business, its culture, values, beliefs and practices and procedures is termed as
a) Placement b) Induction
c) Selection d) Recruitment
10. _____ takes place when one aspect of an individual's performance influences the evaluation of the entire performance of the individual.
a) Halo Effect b) Halo Error c) Spillover effect d) none of the above

Q.1 B) Which method of recruitment do you prefer? Why?**(05)****Q.2 A) Answer in one sentence:****(10)**

1. What is performance counseling?
2. What is job analysis?
3. What do you mean by placement?
4. What is Halo Effect?

5. What are employee referrals?
6. What do you understand by the term of Succession planning?
7. What do you mean by training and development?
8. What is career planning?
9. What is talent management?
10. What do you mean by E-Recruiting?

Q.2 B) Define the following terms. (05)

1. Performance Appraisal
2. Human Resource Management

Q.3 A) Define Selection. Explain the selection process along with diagram. (10)

OR

Q.3 A) Define Human Resource Planning. Explain the planning process. (10)

Q.3 B) Which performance appraisal method do you prefer? Why? (05)

Q.4 A) You have to develop a recruitment process in your organization. Explain what kind of recruitment process will you develop? (10)

Q.4 B) Which training method will you prefer for a teacher in a school? Why? (05)

OR

Q.4 B) What are the common interview problems? How can they be overcome? (05)