

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

Semester: 1**Date: 30/05/2018****Subject Code: 10202101****Time: 10:30 am to 1:00pm****Subject Name: Introduction to Human Resource Management****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) MCQ / True or False**(10)**

1. In BARS method, B stands for _____
a) Behaviorally b) Behave c) Behavior d) none of these
2. "Career management is a process where an individual sets career goals and identifies the means to achieve them." Is this statement true or false?
3. _____ 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
4. 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 Resources b) Human resource Management
c) Human Resource Planning d) Human relations
5. 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
6. _____ involves a one to one discussion between the employer and the employee
a) performance counseling b) Training c) Motivation d) all of the above
7. "The forced-choice method is developed by J. P. Guilford." Is this statement true or false?
8. Aligning HR strategy with business strategy is known as Strategic Partners. Is the above sentence true or false?
9. Which of the following is a method of off-the-job training?
a) Internship b) Apprenticeship
c) Vestibule d) Coaching
10. The term procurement stands for _____
a) Training and development b) pay and benefits
c) health and safety d) recruitment and selection

Q.1 B) Explain the difference between Recruitment and Selection.**(05)****Q.2 A) Explain the terms. (Each of one marks)****(10)**

1. M.B.O
2. Placement.
3. Halo error
4. Succession planning
5. Performance counseling
6. Job analysis
7. B.A.R.S
8. Job rotation
9. Career planning
10. 720 degree feedback

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

1. Human Resource Management
2. Training and Development

Q.3 A) Define Selection. Explain the process of selection with the help of diagram.**(10)****OR**

- Q.3 A) What do you mean by recruitment? Explain the process of Recruitment (10)
- Q.3 B) Organization Strategy is linked to Recruitment and selection. Do you agree? Explain (05)
- Q.4 A) As an HR officer, you have to plan for performance appraisal in your organization. Explain which method of performance appraisal will you use and why? (10)
- Q.4 B) Prepare the job description of a School teacher. (05)
- OR**
- Q.4 B) What training techniques do you recommend for Front desk officer? (05)