

Q.P. Code: 22593

Time- $2\frac{1}{2}$ hrs.

Marks:- 75

Instructions: -

1. All questions are compulsory
2. Marks to the right indicate full marks

Q1. (A) Fill in the blanks (any eight)**(08 marks)**

- (i) Job analysis is the process of collecting information about the job and results in job description and job _____. (design, specification, performance)
- (ii) Job _____ is a written statement showing job titles, tasks, responsibilities, duties involved in the job. (description, rotation, specification)
- (iii) In _____ promotion there is a change in the status, responsibility, pay and classification. (Horizontal, Vertical, Dry)
- (iv) Recruitment is said to be _____ in its approach as it seeks to attract as many candidates as possible. (negative, positive, neutral)
- (v) _____ helps to minimise the number of candidates to be called for job interview. (discrimination, pre-screening, poaching)
- (vi) _____ interview is conducted by a group of interviewers (group, panel, Depth)
- (vii) _____ test measures the temperament, maturity, initiative, and other innate traits of an individual. (Attitude, personality, interest)
- (viii) The socialisation process in which an individual is trained in a formal environment away from the work group is termed as _____ socialisation (individual, formal, informal)
- (ix) _____ interviews are taken to create a favourable work environment and good image in the minds of the employee. (stress, exit, informal)
- (x) The concept of job enrichment has been derived from Herzberg _____ theory of motivation. (need for achievement, hygiene, two factor)

(B) Say true or false (any seven)**(07 marks)**

- (i) Job rotation is done to reduce monotony and boredom and to add variety to the job.
- (ii) Promotion is the most common form of Internal recruitment.
- (iii) The unstructured interview is not directed by questions or comments as to what the candidate should be asked.
- (iv) Behavioural interview asks the interviewee to describe how he would react in a particular situation.
- (v) Penal transfers are made to correct the wrong selection and placement of the employee.
- (vi) When jobs are broken down into sub-parts it is called as job simplification.
- (vii) Resignation letter should include the reason of your leaving the organisation.
- (viii) Ergonomics is an approach to job design which focuses on minimising the physical demands and risks of works.
- (ix) E-recruitment turns out to be an expensive and time consuming source of recruitment.
- (x) In a blind advertisement, the identity of the organisation is not disclosed and respondents reply to a post box number.

Q2. Answer the following

(A) What do you mean by Job Design? Discuss the Modern techniques used in Job design. (15 marks)

OR

(B) (i) State the features of Promotion and enumerate the three types of Promotion methods. (07 marks)

(ii) Evaluate some of the modern sources of recruitment that can be effective in current times. (08 marks)

Q3. Answer the following

(A) What is the meaning of selection? Describe the steps in the process of selection. (15 marks)

OR

(B) (i) How can organisations make Advertisements effective? Design a format of an advertisement for the post of HR manager for a leading new paper. (08 marks)

(ii) Enumerate the importance of an Interview in the selection process and also state its limitations in brief (07 marks)

Q4. Answer the following

(A) State the requisites of an effective Induction programme and discuss the various types of Inductions (15 marks)

OR

(B) (i) Define Orientation and explain the different types of orientation programmes. (08 marks)

(ii) Define socialisation? What are the various socialisation tactics? (07 marks)

Q5. Answer the following

(A) (i) Evaluate the DO's and Don'ts of Personal Interview (08 marks)

(ii) Discuss the importance of Exit Interview (07 marks)

OR

(B) **Write short notes on (any three)** (05x3=15mark)

(i) Preparing Bio-data and CV

(ii) Negotiation skills

(iii) Role and types of Group discussion

(iv) Soft Skills

(v) Job Enrichment.