

UNIT: 1 INTRODUCTION
HUMAN RESOURCE MANAGEMENT
(MCQ)

Que:1 Human resource management emphasis-

- a. Development of people
- b. Punishment of people
- c. Adoption of people
- d. None of these

Ans: a

Que:2 Human resource management is amalgam of-

- a. Job analysis, recruitment and selection
- b. Social behaviour and business ethics
- c. Organisational behaviour, , personal management and industrial relation
- d. Employer and employees

Ans: c

Que:3 Planning, organizing and controlling of procurement, development, compensation, integration of human resources to the end that objectives of individual, organisation and society are achieved given by-

- a. Storey
- b. Flippo

- c. Vetter
- d. F.W. Taylor

Ans: b

Que:4 Operative functions of HRM includes-

- a. Procurement, development, compensation & motivation
- b. Maintenance
- c. Integration and emerging trends
- d. All of these

Ans: d

Que:5 Basic managerial functions of HRM are-

- a. Planning, organising, staffing
- b. Planning, organising and co-ordinating
- c. Planning, organising, directing and controlling
- d. None of these

Ans: c

Que: 6 Which of the following statement is/are correct?

- a. HRM is a strategic management functions
- b. Under HRM employee is treated as resource
- c. HRM is the management of skills, talent and abilities
- d. HRM lacks the organisation to achieve its goals

Ans: b

Que:7 Following are the characteristics of HRM except-

- a. Pervasive function
- b. Interdisciplinary function
- c. Integrating mechanism
- d. Job oriented

Ans: d

Que: 8 Challenges faced by Human resource management includes-

- a. Technological changes, workforce diversity, globalisation

- b. Productivity, career planning
- c. Compensation management
- d. Downsizing and voluntary retirement scheme

Ans: a

Que: 9 The process of familiarizing the new employees to the organisation rules and regulations is known as-

- a. Placement
- b. Induction
- c. Recruitment
- d. Selection

Ans: b

Que: 10 Human resource management means-

- a. A method which an organisation collects, maintains and reports information on people and jobs
- b. The process of integrating the employees' needs and aspirations with organizational needs
- c. The process of bringing people and organisation together so that the goals of each are achieved
- d. The efforts to make life worth living for workers

Ans: c

UNIT- IV TRAINING AND DEVELOPMENT

(MCQ)

Que: 1 Training process is-

- a. Short term
- b. Medium term
- c. Long term
- d. None of these

Ans: a

Que: 2 OJT stands for-

- a. On the job training
- b. On the job technique
- c. On the job technology
- d. Off the job training

Ans: a

Que:3 On the job training includes-

- a. Coaching
- b. Conference
- c. Understudy
- d. All of these

Ans: d

Que: 4 In ----- training, a training centre is set-up and actual job conditions are duplicated or simulated in it-

- a. Classroom
- b. Apprenticeship
- c. Internship
- d. Vestibule

Ans: d

Que:5 ----- is the process of imparting or increasing knowledge or skill of an employee to do a particular job.

- a. Training
- b. Development
- c. Motivation

d. Leadership

Ans: a

Que: 6 Methods of training and development are-

- a. Off the job
- b. On the job
- c. Both (a) and (b)
- d. None of these

Ans: c

Que:7 ---- is a device or situation that replicates job demands at on the job site.

- a. Brainstorming
- b. Simulation
- c. Artificial intelligence
- d. Transactional analysis

Ans: b

Que: 8 Management development –

- a. Is a short term in nature
- b. Focuses on employees' current job
- c. Is an informal activity
- d. Aims at overall development of a manager

Ans: d

Que:9 Off the job training method includes:

- a. Vestibule training
- b. Syndicate
- c. Sensitivity training

- d. All of these

Ans: d

Que: 10 Simulation technique of off the job method includes:

- a. Role playing
- b. In-basket exercise
- c. Case study
- d. Management game
- e. All of these

Ans: e

UNIT- V JOB EVALUATION AND PERFORMANCE APPRAISAL

(MCQ)

Que:1 Relative worth of a job is known by-

- a. Job design
- b. Job analysis
- c. Job evaluation
- d. Job change

Ans: c

Que: 2 Methods of job evaluation are-

- a. Qualitative method
- b. Quantitative method
- c. Both (a) and (b)
- d. None of these

Ans: c

Que: 3 Quantitative job evaluation method are-

- a. Ranking method
- b. Point rating method
- c. Factor comparison method
- d. Both (b) and (c)

Ans: d

Que: 4 Qualitative job evaluation method are-

- a. Ranking
- b. Grading
- c. Point Rating
- d. Both (a) and (b)

Ans: (d)

Que: 5 Process of studying and collecting information about a job is known as-

- a. HRP
- b. Job design
- c. Job analysis
- d. Job evaluation

Ans: (c)

Que: 6 Jobs analysis results in-

- a. Job description

- b. Job specification
- c. Job evaluation
- d. All of (a), (b) and (c)

Ans: (d)

Que: 7 Job description is a statement containing items like-

- a. Job title, location and duties
- b. Machines, tools and equipment
- c. Materials, working conditions and hazards.
- d. All of these.

Ans: (d)

Que: 8is a factual statement of tasks & duties involved in a job.

- a. Job description
- b. Job specification
- c. Job Analysis
- d. Job evaluation

Ans: (a)

Que: 9 Job Specification is a statement of-

- a. Min qualification required for o job
- b. Technical job requirement
- c. Machines to be used
- d. None of these

Ans. (a)

Que:10 Job analysis is helpful in-

- a. HRP, recruitment and selection

- b. Training and development
- c. Job evaluation and performance appraisal
- d. All of these

Ans: d

Que: 11 ----- arranges the job in numerical order from highest rank to lowest rank on the basis of duties and responsibilities.

- a. Ranking method
- b. Grading method
- c. Point rating method
- d. Factor comparison method

Ans: a

Que: 12 ----- a predetermined groups or classes are established and jobs are assigned to each classification:

- a. Ranking method
- b. Grading method
- c. Point rating method
- d. Factor comparison method

Ans: b

Que: 13 ----- the more compensable factor a job possess the more points are assigned to it:

- a. Ranking method
- b. Grading method
- c. Point rating method
- d. Factor comparison

Ans: c

Que:14 ----- few key jobs are selected and compared in terms of common factors:

- a. Factor comparison method
- b. Ranking method
- c. Grading method
- d. Point rating method

Ans: a

Que: 15 ----- is the systematic, periodic and impartial rating of an employee excellence in matters pertaining to his present job and his potential for a better job.

- a. Performance appraisal
- b. Compensation and motivation
- c. Training and Development
- d. Performance indicator

Ans: a

Que: 16 Traditional method of performance appraisal includes-

- a. Confidential reports
- b. Paired comparison method
- c. Free form or easy method
- d. All of these

Ans: d

Que: 17 Modern method of performance appraisal are:

- a. Assessment centre method
- b. Management by objectives
- c. BARS (Behaviourally anchored rating scale)

d. All of these

Ans: d

Que: 18 ----- is a performance appraisal technique in which appraisers rate critical employee behaviour.

- a. MBO
- b. BARS
- c. BOS
- d. BOSS

Ans: b

Que: 19 ----- is a performance appraisal technique that involves agreement between employee and manager on goals to be achieved in a given period.

- a. Rating scales
- b. BARS
- c. BOS
- d. MBO

Ans: d

Que: 20 The combination of peer, superior, subordinate and self-review appraisal is known as-

- a. 360° appraisal
- b. Human resource accounting system
- c. All round review
- d. Feed forward

Ans: a

NOTES:

Name of the books for references:

1. Marketing management and Human resource management by TEE DEE Publication
2. Marketing management and Human resource management by Oxford Publication
3. Marketing management and Human resource management by Academic Publication