

Q.P. Code: 22592**Time- $2\frac{1}{2}$ hrs.****Marks:- 75**

Instructions: -

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

Notes:

1. All questions are compulsory subject to internal choice
2. Figures to the right indicates full marks

Marks**(1) (A) Fill in the Blanks (Any 8)****8**

- 1 _____ is the process of searching for and obtaining applicants for jobs, from among whom the right people can be selected (recruitment, selection, hiring)
- 2 The applicant's _____ should be brief and well drafted. (cover letter, resume, application)
- 3 _____ is a planned introduction of new hires to their jobs, their peers and the company. (induction, selection, recruitment)
- 4 _____ is the common method or shortlisting the candidate for an interview. (Tele calling, Video conferencing, Group Discussion)
- 5 The _____ factors should be taken into account while formulating the recruitment policy of the organization. (Government policies, knowledge, experience)
- 6 _____ interview is held to determine a person's reason for leaving the organization. (exit, personal, written)
- 7 _____ induction may also create lot of stress in the minds of the employees thereby leading to labor turnover. (informal, formal, casual)
- 8 _____ is a tool that can ensure that you get called for an interview. (Application blank, BIO-data or CV, Presentation)
- 9 A job is a bundle of related _____. (tasks, opportunities, responsibilities)
- 10 _____ is the most common barrier to selection. (stereotyping, perception gender issue)

(B) True or False (Any 7)**7**

- 1 Situational theory was expounded in early writings of Max Weber and Henry Fayol
- 2 Problem interview puts the interviewee into difficulties in order to test his reaction to stress situations.
- 3 Opportunities in media industry are varied that offers great opportunities for media recruitment.

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- 4 Employee is overloaded with forms to complete is a demerit in induction.
- 5 Position analysis Questionnaire is a qualitative technique
- 6 Periodical interview gives an opportunity to each side to know the order better, and contributes to employee relations.
- 7 Legal professionals and law departments are seen doing more of compliance work.
- 8 Notification is an external source of recruitment.
- 9 An unstructured interview form is used to record the information
- 10 Specific orientation follows the general introduction stage.

- 2
 - a Define Recruitment. Explain its objectives and importance **15**
 - (OR)
 - b Define job analysis and explain the uses and contents of job description **8**
 - c Define job design. What are the techniques of job design **7**
- 3
 - a Explain the selection process with diagram **15**
 - (OR)
 - b What are the hurdles in selection process and ways to overcome them? **8**
 - c Explain the types of interview. **7**
- 4
 - a What is induction process? Describe the importance **15**
 - (OR)
 - b What is socialization and its phases **8**
 - c What are the current trends of recruitment selection strategies in Information technology (IT) sectors **7**
- 5
 - a Explain the different types of etiquettes. **8**
 - b Discuss the important of exit interviews. **7**
 - (OR)
 - Write short notes: (Any 3)** **15**
 - a Quitting techniques
 - b Group discussion
 - c Negotiation skill
 - d Boarding
 - e Job enrichment