

Duration: 2 1/2 Hrs.

Marks: 75

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

Q1. A. True or False (Any 8)

8

1. There is no sequence of questions or any formats to follow, in structured interview.
2. The bio-data/CV/resume is not concise, relevant and to the point.
3. The pre-screening is about finding the fundamental requirement in job resumes.
4. Exit interview is taken to find out why the employee is leaving the company.
5. Job design is also referred to as work design or task design.
6. Job specification allows employees to learn a task rapidly.
7. Selection is the oldest method and often used to gather information.
8. Employee is overloaded with forms to complete is a demerit in induction
9. Specific orientation follows the general introduction stage.
10. Leadership in GD is pre-defined.

Q1. B. Match the following (Any 7)

7

1. Job analysis	a) Personal details
2. Application blank	b) Well organised
3. Resume	c) Early arrival
4. Structured interview	d) Do not lie
5. Do's of interview	e) Decision making ability
6. Don'ts of interview	f) First step in selection
7. Mental ability	g) Questionnaire is used
8. Stereotyping	h) Influences personal characteristics
9. Halo effect	i) Mental ability test
10. Aptitude test	j) Hurdles in selection

Q2. A. Discuss the process of job analysis.

8

Q2. B. Explain any 7 techniques of recruitment.

7

OR

Q2.C. Write the advantages and disadvantages of outsourcing.

8

Q2. D. Explain the techniques of job design.

7

Q3. A. Write the dos and don'ts of the interview. 8
Q3. B. Explain any 7 types of interview 7

OR

Q3. C. Write any 8 guidelines for Interviewer. 8
Q3. D. Explain the ways to overcome hurdles in selection. 7

Q4. A. Explain the advantages of induction. 8
Q4. B. Write a note on employee socialization. 7

OR

Q4. C. Write a note on current trends in recruitment and selection strategies 8
Q4. D. Explain the potential errors with Bio-data, CV and Resume writing. 7

Q5. A. Explain the basics of business etiquette 8
Q5. B. Write a note on negotiation skills. 7

OR

Q5. A. Short Notes (Any 3) 15

1. Job rotation
2. Promotion
3. Types of transfer
4. Exit interview
5. Orientation
