

M3R1019

Duration: 2¹/₂Hrs.

Marks: 75

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

Q1. A. True or False (Any 8) 8

1. Resume readers have become use to a customary format.
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 the techniques of job design. 7

OR

Q2.C. Discuss the pros and cons of outsourcing. 8

Q2. D. Writes any 7 importance of recruitment. 7

Q3. A. Write the do's and don'ts of the interview. 8

Q3. B. Explain the ways to overcome hurdles in selection. 7

OR

Q3. C. Write the guidelines for Interviewer. 8

Q3. D. Explain the effective interviewing techniques. 7

Q4. A. Discuss the purpose of induction. **8**
Q4. B. Write a note on employee socialization. **7**

OR

Q4. C. what are the personality traits in GD? **8**
Q4. D. Explain the potential errors with Bio-data, CV and Resume. **7**

Q5. A. Explain the basic guidelines for designing a presentation. **8**
Q5. B. Explain the meeting etiquettes. **7**

OR

Q5. A. Short Notes (Any 3) **15**

1. Job design
2. Promotion
3. Outsourcing
4. Exit interview
5. Orientation
