

M3R1122

SYBMS  
Semester - III

16.11.2022

HR - Recruitment and  
Selection

Duration: 2<sup>1</sup>/<sub>2</sub>Hrs.

Marks: 75

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

Q1. A. True or False (Any 8)

8

1. Job design is also referred to as work design or task design.
2. Job specification allows employees to learn a task rapidly.
3. Selection is the oldest method and is often used to gather information.
4. Employee is overloaded with forms to complete is a demerit in induction
5. Specific orientation follows the general introduction stage.
6. Leadership in GD is pre-defined.
7. Resume readers have become used to a customary format.
8. The bio-data/CV/resume is not concise, relevant, and to the point.
9. The pre-screening is about finding the fundamental requirement in job resumes.
10. Exit interview is taken to find out why the employee is leaving the company.

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. Define recruitment. Explain its objectives.

8

Q2. B. Discuss the scope of recruitment.

7

OR

Q2. C. Discuss the merits and demerits of external sources of recruitment.

8

Q2. D. Write a note on factors affecting job design.

7

Q3. A. What is interview? Explain its purpose and features. 8

Q3. B. What are the types of selection test? 7

OR

Q3. C. Explain the hurdles in selection process. 8

Q3. D. What are the Do's and Don'ts of interview? 7

Q4. A. What are the advantages of induction? 8

Q4.B. Explain the consequences of ineffective induction. 7

OR

Q4. C. What are the requisites of an effective induction programme? 8

Q4. D. Mention the limitations or problems in induction. 7

Q5. A. Write a note on Biodata, CV and Resume. 15

OR

Q5. B. Short Notes (Any 3) 15

1. Etiquette

2. Exit interview

3. Group discussion

4. Job analysis

5. Selection

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