

**T.Y.B.Com: Semester – VI**

**Sample Questions for Human Resource Management**

1. Human Resource Managers needs to align HRM policies with \_\_\_\_\_ strategy.
  - a) Competitors
  - b) Government
  - c) Corporate
  - d) Operating
  
2. Employees welfare includes \_\_\_\_\_
  - a) Counselling
  - b) Crèche Facility
  - c) Promotion
  - d) Mentoring
  
3. \_\_\_\_\_ refers to fitting the right person at the right place of work.
  - a) Recruitment
  - b) Selection
  - c) Placement
  - d) Induction
  
4. Interview is a \_\_\_\_\_ communication between candidate and interviewer.
  - a) One-way
  - b) Two-way
  - c) Three-way
  - d) Four-way
  
5. \_\_\_\_\_ manager plays an important role in counselling and stress management.
  - a) HR
  - b) Finance
  - c) Marketing
  - d) Operations
  
6. \_\_\_\_\_ refers to horizontal movement of employees in respect of position.
  - a) Training
  - b) Promotion
  - c) Transfer
  - d) Selection

7. \_\_\_\_\_ analysis is the process of studying and collecting information relating to operations and responsibilities of a specific job.

- a) Job
- b) Role
- c) Cost Benefit
- d) Performance

8. \_\_\_\_\_ is a standard format of the company to obtain information about every candidate applying for the job.

- a) Application Form
- b) Appointment Format
- c) Application Blank
- d) Interview Letter

9. \_\_\_\_\_ test is conducted to judge specific talent or skill to handle a particular type of job.

- a) Aptitude
- b) Interest
- c) Intelligence
- d) Perception

10. In \_\_\_\_\_ interview, a list of questions to be asked to the candidates is prepared well in advance.

- a) Unstructured
- b) Informal
- c) Group
- d) Structured

11. \_\_\_\_\_ is a process of choosing the right person for the right job.

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

12. \_\_\_\_\_ test measures the skills and knowledge required for a job.

- a) Interest
- b) GK
- c) Performance
- d) Perception

13. \_\_\_\_\_ is the basis of job specification.

- a) Job enrichment
- b) Job rotation
- c) Job description
- d) Job enlargement

14. \_\_\_\_\_ test helps to identify specific talent to handle particular type of job.

- a) Perception
- b) Aptitude
- c) GK
- d) Personality

15. \_\_\_\_\_ is handled by a junior executive in respect of selection of employees.

- a) Medical check
- b) Initial screening
- c) Final interview
- d) Exit Interview

16. Human resource \_\_\_\_\_ involves human resource requirements forecast.

- a) Development
- b) Management
- c) Planning
- d) Research

17. Strategic Human Resource Management is the \_\_\_\_\_ management of the people.

- a) Reactive
- b) Proactive
- c) Rigid
- d) Flexible

18. \_\_\_\_\_ gives details of the job to be performed.

- a) Job specification
- b) Job enrichment
- c) Job description
- d) Job enlargement

19. Generally, higher employee turnover rate takes place among \_\_\_\_\_ achievers.

- a) High
- b) Medium
- c) Low
- d) Average

20. \_\_\_\_\_ generates equity in pay.

- a) Performance related pay
- b) Monthly pay
- c) Bonus
- d) Gratuity

21. \_\_\_\_\_ helps to introduce newly appointed employee to the existing employees.

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

22. \_\_\_\_\_ is a learning process required by managers for enhancing general administrative abilities.

- a) Placement
- b) Performance Appraisal
- c) Development
- d) Selection

23. \_\_\_\_\_ is a method of training wherein employees are transferred from one job to another.

- a) Coaching
- b) Job Rotation
- c) Counselling
- d) Mentoring

24. \_\_\_\_\_ planning is a process of making arrangements to fill up key organizational positions in an organization.

- a) Succession
- b) Career
- c) Human Resource
- d) Strategic

25. \_\_\_\_\_ consists of planned programs undertaken to improve employee knowledge, attitudes, skill and social behaviour.

- a) Performance appraisal
- b) Training
- c) Recruitment
- d) Induction

26. \_\_\_\_\_ is a method of training wherein trainees are trained in an environment that closely resembles actual work place.

- a) Environment scanning
- b) Work place training
- c) Simulation
- d) Case study

27. \_\_\_\_\_ is a traditional method of performance appraisal, whereby the performance appraisal report is normally not disclosed to the employees.

- a) Confidential report
- b) Check list
- c) Ranking
- d) Graphic rating scale

28. In \_\_\_\_\_ method of training, the subordinate is trained to perform the duties and responsibilities of the superior.

- a) Junior Boards
- b) Business Games
- c) Understudy Position
- d) Case Study

29. \_\_\_\_\_ means that the performance appraisal is influenced by past performance.

- a) Horn effect
- b) Halo effect
- c) Spillover effect
- d) Latest behaviour effect

30. \_\_\_\_\_ effect influences the rater's consideration of one positive factor to rate the employee.

- a) Horn effect
- b) Halo effect
- c) Spillover effect
- d) Latest behaviour effect

31. \_\_\_\_\_ is a sequence of positions occupied by a person during the course of his life time.

- a) Performance
- b) Career
- c) Job Rotation
- d) Job description

32. \_\_\_\_\_ is modern method of performance appraisal.

- a) Checklist
- b) Ranking
- c) 360 degree appraisal
- d) Graphic rating scale

33. \_\_\_\_\_ is on-the-job training method.

- a) Job rotation
- b) Case studies
- c) Lectures
- d) Seminar

34. \_\_\_\_\_ is off-the-job training method.

- a) Job rotation
- b) Internships
- c) Apprenticeships
- d) Lectures

35. \_\_\_\_\_ is a traditional method of performance appraisal.

- a) MBO
- b) Ranking
- c) 360 degree appraisal
- d) Role analysis

36. \_\_\_\_\_ is a performance appraisal method.

- a) 90 degree appraisal
- b) 180 degree appraisal
- c) 270 degree appraisal
- d) 360 degree appraisal

37. \_\_\_\_\_ refers to group discussion of ideas.

- a) Role playing
- b) Brain storming
- c) Special assignments
- d) Reading and references

38. \_\_\_\_\_ states that most employees dislike work and lack motivation.

- a) Theory Z
- b) Theory Y
- c) Theory X
- d) ERG Theory

39. \_\_\_\_\_ is a general term used to describe overall group satisfaction.

- a) Job Satisfaction
- b) General Satisfaction
- c) Morale
- d) Grievance

40. According to Need Hierarchy Theory \_\_\_\_\_ needs are the basic needs of human beings.

- a) Psychological
- b) Esteem
- c) Social
- d) Physiological

41. Human relations is the study and practice of utilizing \_\_\_\_\_ resources in an organization.

- a) Physical
- b) Finance
- c) Human
- d) Natural

42. \_\_\_\_\_ influences people to work willingly towards group objectives.

- a) Motivation
- b) Leadership
- c) Communication
- d) Performance Appraisal

43. Knowledge of \_\_\_\_\_ skills is required by a leader as he constantly interacts with his people.

- a) Human
- b) Market
- c) Technical
- d) Decision Making

44. \_\_\_\_\_ is a feeling of injustice at the workplace.

- a) Grievance
- b) Motivation
- c) Direction
- d) Training

45. \_\_\_\_\_ is the activity of influencing people to strive willingly for group objectives.

- a) Motivation
- b) Leadership
- c) Communication
- d) Training

46 \_\_\_\_\_ is pattern of behaviour of a leader to get the work done from subordinates.

- a) Decentralization
- b) Motivation pattern
- c) Leadership style
- d) Training



47. Under \_\_\_\_\_ leadership style, the leader makes all decisions by himself without consulting the subordinates.

- a) Autocratic
- b) Participative
- c) Laissez-faire
- d) Consultative

48. Under \_\_\_\_\_ leadership style, subordinates make decisions.

- a) Laissez-faire
- b) Participative
- c) Consultative
- d) Autocratic

49. \_\_\_\_\_ leadership style is mostly adopted in Japanese organisations.

- a) Autocratic
- b) Sociocratic
- c) Neurocratic
- d) Paternalistic

50. Theory Z blends Japanese and \_\_\_\_\_ management practices.

- a) US
- b) Indian
- c) Chinese
- d) Vietnam

51. Theory X is based on \_\_\_\_\_ assumptions of human nature.

- a) Positive
- b) Negative
- c) General
- d) Neutral

52. Knowledge of human behaviour helps to find out \_\_\_\_\_ people behave in certain situations.

- a) How and Why
- b) How and Where
- c) Why and Where
- d) Where and How

53. Human relations approach has \_\_\_\_\_ application.

- a) General
- b) Special
- c) Universal
- d) Personal

54. \_\_\_\_\_ is a theory of motivation

- a) Transactional
- b) Transformational
- c) Need Hierarchy Theory
- d) McGregor

55. \_\_\_\_\_ needs are at the top of hierarchy as per Abraham Maslow.

- a) Social
- b) Safety
- c) Physiological
- d) Self actualization

56. Autonomy, mastery and purpose are the factors of motivation as stated by \_\_\_\_\_

- a) Maslow
- b) Pink
- c) Vroom
- d) Stanton

57. Problem solving requires weighing \_\_\_\_\_ before a final decision is made.

- a) Suggestions
- b) Alternatives
- c) Opinions
- d) Emotions

58. Employee \_\_\_\_\_ is the extent to which employees feel passionate about their jobs and are committed to their work.

- a) Engagement
- b) Recognition
- c) Satisfaction
- d) Turnover

59. \_\_\_\_\_ refers to planned elimination of positions or jobs.

- a) Downsizing
- b) Upsizing
- c) Termination
- d) Transfer

60. Employee \_\_\_\_\_ involves giving employees the autonomy to take right decisions.

- a) Engagement
- b) Education
- c) Empowerment
- d) Training

61. Employees with good judgement make decisions based on \_\_\_\_\_ rather than on emotions.

- a) Assumptions
- b) Hopes
- c) Thoughts
- d) Facts

62. Competency \_\_\_\_\_ is a process of identifying key competencies required for undertaking organizational tasks.

- a) Mapping
- b) Scaling
- c) Tasking
- d) Framework

63. \_\_\_\_\_ refers to general competencies, which are specific to an organization.

- a) Technical
- b) Behavioural
- c) Core
- d) Managerial

64. Competence refers to a combination of knowledge, attributes and \_\_\_\_\_ which are required to improve work performance.

- a) Feelings
- b) Opinions
- c) Skills
- d) Behaviour

65. \_\_\_\_\_ popularized the concept of learning organisation through his book 'The Fifth Discipline.

- a) Peter Senge
- b) Peter Drucker
- c) Tom Peters
- d) Peter Segal

66. Innovative culture is the work \_\_\_\_\_ that managers encourage to nurture and develop to generate innovative ideas.

- a) Rules
- b) Environment
- c) Ethics
- d) Load

67. \_\_\_\_\_ employment is a system of working for a fixed number of hours with the starting and finishing timings within the agreed limits.

- a) Flexitime
- b) Temporary
- c) Part-time
- d) Portfolio working

68. The sexual harassment of women at work place (Prevention, prohibition and redressal) Act was passed in \_\_\_\_\_

- a) 1983
- b) 2003
- c) 2013
- d) 2015

69. Employee \_\_\_\_\_ refers to a gradual reduction in workforce without firing employees, which takes place as and when workers resign or retire and are not replaced.

- a) Turnover
- b) Attrition
- c) Downsizing
- d) Engagement

70. Employee \_\_\_\_\_ refers to the extent to which employees are committed to the organisation.

- a) Empowerment
- b) Absenteeism
- c) Engagement
- d) Disengagement

71. \_\_\_\_\_ competencies include the vision, mission, values etc.

- a) Organisational
- b) Core
- c) Technical
- d) Functional

72. \_\_\_\_\_ employee s completes work in a timely and orderly manner.

- a) Reliable
- b) Casual
- c) Permanent
- d) Temporary

73. \_\_\_\_\_ employees spread unhappiness in the organisation.

- a) Actively disengaged
- b) Engaged
- c) Non engaged
- d) Actively engaged

74. \_\_\_\_\_ employees are the ones who do only what is asked of them.

- a) Actively disengaged
- b) Engaged
- c) Non engaged
- d) Actively engaged

75. \_\_\_\_\_ absence is considered as absenteeism.

- a) Habitual
- b) Excused
- c) Scheduled
- d) Informed

