



M COM ENTRANCE

HRM PRACTICE QUESTIONS

CH2 : JOB ANALYSIS & JOB DESIGN

- Job analysis provides information used for writing:

A Organisation chart	B Policy
C Job description	D Procedure
- Which of the following terms, includes the task, duties and responsibilities of a particular job ?

A Job Evaluation	B Job Enrichment
C Job Analysis	D Job Enlargement
- Which of the following is not a component of job analysis?

A Job Description	B Role Analysis
C Job Summary	D Job Specification
- Assertion (A)** : Job design relates to the manner in which task are put together to form complete job.
Reason (R) : The matrix organisation is a project organisation plus a functional organisation.
Codes :

A Both (A) and (R) are true	B (A) is true, but (R) is false
C (A) is false but (R) is true	D Both (A) and (R) is false
- Match the items of List – I with the items of List – II and indicate the correct code :
List – I
 - Job specifications
 - Job description
 - Job analysis
List – II
 - The procedure for determining the duties and skill requirements of a job and the kind of person who should be hired for it.
 - A list of human requirements
 - A list of job’s duties, responsibilities, reporting relationships, working conditions and supervisory responsibilities.

A a-i; b-ii; c-iii	B a-ii; b-iii; c-i
C a-iii; b-ii; c-i	D a-ii; b-i; c-iii
- Choose the correct sequence of steps of job analysis :
(a) Review relevant background information such as organization charts and process charts.
(b) Develop a job description and job specification.

- (c) Select representative positions.
- (d) Decide how the information is to be used.
- (e) Actually analyse the job.
- (f) Verify the job analysis information

Codes :

- | | |
|--|--|
| A (b), (a), (e), (f), (c) and (d) | B (c), (b), (e), (a), (d) and (f) |
| C (d), (a), (c), (e), (f) and (b) | D (a), (b), (f), (d), (e) and (c) |

7. A broad statement of the purpose, duties and responsibilities of a job or position, may be referred to as:
- | | |
|--------------------------|----------------------------|
| A Job Analysis | B Task Analysis |
| C Job Description | D Job Specification |
8. The process of studying and collecting information relating to a specific job is known as:
- | | |
|----------------------------|--------------------------|
| A Job specification | B Job analysis |
| C Motion study | D Job description |
9. When monotony in work is reduced by giving a wider variety of duties to employees, this is known as:
- | | |
|--------------------------|-------------------------|
| A Job rotation | B Job redesign |
| C Job enlargement | D Job enrichment |
10. The vertical expansion of jobs is termed as:
- | | |
|-------------------------|--------------------------|
| A Job enrichment | B Job enlargement |
| C Job sharing | D Job involvement |
11. The distinction between 'job enrichment' and 'job enlargement' is
- A** semantics
 - B** 'job enrichment' is vertical loading while 'job enlargement' is horizontal loading
 - C** 'job enrichment' is the outgrowth of Herzberg's theory while 'job enlargement' is of Maslow's orientation.
 - D** 'job enrichment' is more for the individual and the other is more of organisation making
12. A written statement of the human qualification, education and experience needed to perform a job is referred to as
- | | |
|-------------------------|----------------------------|
| A Job enrichment | B Job specification |
| C Job design | D Job description |
13. Which one of the following is related to 'Standard of Personnel' ?
- | | |
|----------------------------|--------------------------|
| A Job Specification | B Job Description |
| C Job Design | D Job Evaluation |
14. Most job descriptions contain sections that cover -
- | | |
|--------------------------------------|---------------------------|
| A Responsibilities and duties | B Job summary |
| C Working conditions | D All of the above |
15. A formal explanation of the knowledge, skills, abilities, traits and other characteristics necessary for effective job performance is known as

- A** Job Description
- C** Job Specification

- B** Job Analysis
- D** Job Enrichment