M COM ENTRANCE

HRM PRACTICE QUESTIONS

CH4 : RECRUITMENT, SELECTION & INDUCTION

1. Providing employees with basic background information about the firm is:
   A Education
   B Employee orientation
   C Colleges and universities
   D Required by law

2. Recruitment and selection involves the following except:
   A Building a pool of candidates
   B Completing application forms by applicants
   C Reduction of the work force
   D Employment planning and forecasting

3. Which of the following is not necessary for promotion from within?
   A Job posting
   B Advertisements
   C Panel Records
   D Performance Appraisal Form

4. Induction means:
   A Training
   B Promotion
   C Incentives
   D Introduction

5. Selection means:
   A Elimination
   B Testing
   C Recruitment
   D None of the above

6. **Assertion (A)** : Inevitably the firm must go to the external sources for lower entry jobs.
   Reason (R) : For positions where required qualification/experience are not met.
   Codes :
   A Both (A) and (R) are not correct.
   B (A) is true, but (R) is false.
   C (R) is true, but (A) is false.
   D Both (A) and (R) are correct.

7. Arrange the following staffing procedures in the correct sequences:
   i.   Determining sources of Personnel supply

ii. Preparing personal specifications.
iii. Selection of personnel.
iv. Determining personnel characteristics
   A ii, i, iv, iii
   B i, ii, iii, iv
   C ii, i, iii, iv
   D ii, iii, i, iv

8. The process of narrowing a large number of candidates to a smaller field is called
   A Rushing
   B Recruitment
   C Selection
   D Enrollment

9. What is 'gate hiring'?
   A To select people who approach on their own for employment in the organisation
   B To select people who are recommended by the employees
   C To select people from public employment exchanges
   D To select people supplied by labour contractors

10. Which of the following is the most serious problem that might arise due to excessive reliance on internal recruitment?
   A reduced job performance
   B high labour turnover
   C lack of motivation
   D internal resistance

11. Which one of the followings tests is not recommended for the top level positions?
   A Presentations
   B Role Plays
   C Interviews
   D Leaderless group discussions

12. Which one of the following is an advantage of Magazines as a source of recruitment ?
   A Less expensive
   B Long lead time for advertisement placement
   C Reach a diverse audience
   D Many unmotivated applicants

13. **Assertion (A)** : Recruitment is positive while selection is negative in its application.
   Reasoning (R) : Recruitment aims at increasing the job seeker while selection rejects a large number of unqualified applicants.
   Codes :
   A (A) is correct, but (R) is not correct
   B (A) and (R) both are correct, but (R) is not the right explanation of (A)
   C (A) and (R) both are correct, and (R) is the right explanation of (A)
   D (A) and (R) both are incorrect

14. Put the following steps of discrete selection process in correct sequence and select the correct code :
   (a) Preliminary interview
   (b) Completion of application blank

(c) Background investigation
(d) Physical examination
(e) Employment tests
(f) Comprehensive interview
(g) Final employment decision
Code :
A (b), (a), (c), (d), (e), (f), (g)
B (b), (a), (e), (f), (c), (d), (g)
C (a), (b), (e), (f), (c), (d), (g)
D (a), (b), (d), (c), (e), (f), (g)

15. **Assertion (A)**: Induction is an informal information sharing session on miscellaneous issues in an organization.
Reasoning (R): The rationale of induction is to ensure effective integration of staff into or across the organization for their mutual benefit.
Code :
A Assertion (A) and Reasoning (R) both are correct and (R) is correct explanation of (A).
B Assertion (A) and Reasoning (R) both are correct but (R) is not the correct explanation of (A).
C Assertion (A) is correct statement but Reasoning (R) is an incorrect statement.
D Assertion (A) is an incorrect statement but Reasoning (R) is a correct statement.