



M COM ENTRANCE

HRM PRACTICE QUESTIONS

CH5 : TRANSFER, PROMOTION & SEPARATION

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

2. Attrition is related to:
 - A Job description
 - B Job evaluation
 - C Resignation / Termination
 - D Promotion

3. An employee can be laid off when the organization has
 - A Acquired labour more than the required.
 - B Purchased raw material more than the immediate required.
 - C Breakdown of machinery.
 - D All of the above.

4. An interview conducted at the time of an employee leaving the organization is called
 - A Exit interview
 - B Feedback interview
 - C Convincing interview
 - D Directed interview

5. Which of the following principle serves as a warning to organisations not to take the selection and promotion process lightly?
 - A Promotion Principle
 - B Drucker Principle
 - C Validity Principle
 - D Peter Principle

6. The idea that a manager tends to be promoted to the level of his incompetence is referred to as
 - A The advancement principle
 - B The Parkinson's law
 - C The Peter principle
 - D The job design principle

7. Which one of the following initiatives is not the strategy for managing shortage of employees in an organisation?
 - A Hire temporary employees

- B** Offer incentives to postpone retirement
 - C** Attempt to reduce turnover
 - D** Employee training
8. Interview conducted for knowing why an employee is leaving the organisation is called:
- A** Exit interview
 - B** Separation interview
 - C** Termination interview
 - D** Retrenchment interview
9. Dramatic reduction of manpower is called:
- A** Termination
 - B** Retrenchment
 - C** Downsizing
 - D** Rightsizing
10. Modifying methods of performing a job to reduce the levels of skill or skills demanded is known as:
- A** Multi-tasking
 - B** De-skilling
 - C** Multi-skilling
 - D** None of these
11. A situation where management is unable to provide employment due to non-availability of work is called
- I. Lock out
 - II. Lay off
 - III. Termination
 - IV. Closure
- Find the correct combination according to the code.
- A** I & II
 - B** II & III
 - C** I & III
 - D** II & IV
12. Reduction of Labour Force is called
- A** Termination
 - B** Retrenchment
 - C** Lay-off
 - D** Right sizing
13. While considering promotion of an employee, the following is the most important consideration :
- A** Seniority
 - B** Competence
 - C** Loyalty
 - D** Only **A** and **B**
14. Exit Policy primarily emphasises in the broad sense, for policy makers as
- A** Removing employees
 - B** Down sizing
 - C** Retiring people and Rehabilitating them
 - D** Bringing new blood to the Corporate

15. Match the following :

List I

- a. Attrition
- b. Downsizing
- c. Involuntary separation
- d. Right sizing

List II

- 1. Separation that occurs when an employer decides to terminate its relationship with an employee due to economic necessity.
- 2. A company's strategy of separation of employees to reduce the scale (size) and scope of its business in order to improve the company's financial performance.
- 3. The process of reorganizing a company's employees to improve their efficiency.
- 4. An employment policy designed to reduce the company's workforce by not refilling job vacancies that are created by turnover.

Codes :

- A** a-1; b-2; c-3; d-4
- B** a-4; b-2; c-1; d-3
- C** a-3; b-2; c-4; d-1
- D** a-2; b-1; c-3; d-4