

SYBMS (HR)  
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Recruitment & Selection

2

Marks: 75

Time: 2 & 1/2 Hours

- Notes: -
1. Attempt all the questions.
  2. All questions carry equal marks.

**Q1.a) Match the following**

(08)

**Column A**

**Column B**

- |                                    |   |
|------------------------------------|---|
| 1. Tele Communication              | a) Organizations allow employees to work according to their own suitable timings. |
| 2. Job Sharing                     | b) Stress caused by new & advanced technologies at work                           |
| 3. Flexi Working Hours             | c) Employees are allowed to work on alternate months or Seasons                   |
| 4. Alternative Work pattern        | d) Facilitates employees to work away from organization's main location           |
| 5. Techno-stress                   | e) Two or more employees share the responsibilities of a full time job            |
| 6. CV                              | f) Advertisements in news papers  |
| 7. Methods of screening            | g) Transfers and promotions   |
| 8. External sources of recruitment | h) Covering letter  |
| 9. Internal sources of recruitment | i) Course of one's life   |
| 10. Resume                         | j) French word meaning summary  |

**Q1. b) Fill in the Blanks**

(07)

1. \_\_\_\_\_ is concerned with designing and shaping of the jobs to fit the physical abilities and characteristics of the individual.  
(Job Specification, Job Enlargement, Ergonomics)
2. \_\_\_\_\_ is a basic job related data which is useful to advertise for a specific job and attract the pool of talent.  
(Job Analysis, Job Rotation, Job Specification)
3. \_\_\_\_\_ is the working style of employees where two or more individuals share the responsibilities of a full time job.  
(telecommuting, job sharing, flexi working hours)
4. \_\_\_\_\_ is the internal source of recruitment.  
(Notifications, Job Portals and websites, Campus Recruitment)

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5. \_\_\_\_\_ method requires job holders to record in detail their activities for each day.  
(Checklist, Technical conference, Diary)

6. \_\_\_\_\_ is conducted by H R department when employee leave the organization.  
(Exit Interview, Structured Interview, Informal Interview )

7. Under variety of selection tests, \_\_\_\_\_ test measures the potential of the candidates to perform a particular task.

(Ability, Personality, Aptitude)

8. Role play, Group Discussion and in basket exercises are used in \_\_\_\_\_ type of selection test.

(Performance, Situation, Intelligence)

9. \_\_\_\_\_ is designed to provide the new employee a brief introduction about the organization so as to enable them to work for a long period comfortably and effectively.

(Induction, Interview, Transfer)

10. \_\_\_\_\_ refers to the process of discarding former behaviour patterns and accepting new as a part of a transition in one's life.

Q2. a) Describe various methods of job analysis. (07)

Q2.b) Write a note on uses of job analysis. (08)

OR

Q2.c) What is job design? Describe modern techniques of job designing. (08)

Q2. d) Describe various organizational factors affecting job design. (07)

Q3.a) Describe internal sources of recruitment. (07)

Q3. b) Describe modern methods of recruitment. (08)

OR

Q3. c) Explain various steps in the process of selection. (08)

Q3.d) Discuss effective interviewing techniques. (07)

Q4. a) Explain process of orientation. (07)

Q4. b) Explain socialization along with its features and types. (08)

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OR

Q4. c) Describe Tele-video conferencing skills. (07)

Q4. d) Write a note on Personal Interview. (08)

Q5. a) Describe concept of Resume, C.V. and Bio data (08)

Q5. b) Explain requirements of effective presentation. (07)

OR

Q5. Write short notes on (Any three) (15)

1. Types of promotions with its advantages and disadvantages

2. Negotiation Skills

3. Exit Interview

4. Types of Transfers

5. Types of orientation