**FINAL EXAMINATION - SEMESTER 2, AY 2015-16**

**BAHR2203: RECRUITMENT AND SELECTION**

| STUDENT NAME |  
| STUDENT ID NO. |  
| SECTION |  

**GENERAL DIRECTIONS**
- All the questions are compulsory and must be answered.
- Use only pen for writing answers.
- Double answers will not carry any marks.

**LEVEL:** Diploma Second Year (Human Resource Management)

<table>
<thead>
<tr>
<th>Date, Day</th>
<th>Allocated Marks</th>
<th>Secured Marks</th>
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<tbody>
<tr>
<td>31st March 2016, Thursday</td>
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<tr>
<td>Time</td>
<td>12:00 PM – 2:00 PM</td>
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| Type of Questions |  
| Allocated Marks |  
| Secured Marks |  
| I. True or False | 10 X 1 mark = 10 Marks |  
| II. Multiple Choice | 10 X 1 mark = 10 Marks |  
| III. Short Answer Questions | 4 X 4 marks = 16 Marks |  
| IV. Descriptive Questions | 2 X 7 marks = 14 Marks |  

**TOTAL**

50 Marks

**TOTAL SECURED MARKS IN WORDS**

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Marked by : Rajani
Signature : 
Date : 

Verified by :
Signature :
Date :
I. **TRUE OR FALSE** (10 x 1 mark = 10 marks)

[Tick the word TRUE if the statement is correct and FALSE if it is wrong.]

(Suggested time: 15 min)

1. Recruitment process involves communication of vacancies to the job seekers. **TRUE** **FALSE**

2. In behavioral interview, candidates are confronted with hypothetical situations. **TRUE** **FALSE**

3. Oral communication serves as a reminder to employees. **TRUE** **FALSE**

4. Social networks are becoming less important for attracting outside talent. **TRUE** **FALSE**

5. Trust is the reciprocal faith in others’ intentions and behavior. **TRUE** **FALSE**

6. Selection is defined as the attraction of suitable candidates. **TRUE** **FALSE**

7. Panel interviews limit the impact of personal bias by individual interviewers. **TRUE** **FALSE**

8. A grapevine once suppressed, crops up in another place. **TRUE** **FALSE**

9. Due to time limits, sample jobs are selected for the purpose of detailed analysis. **TRUE** **FALSE**

10. Employee mentors can function as key instructors in on-the-job training. **TRUE** **FALSE**
II. MULTIPLE CHOICE (10 x 1 mark = 10 marks)

[Choose the most appropriate answer by darkening the letter-box at the right side.]

(Suggested time: 15 min)

1. Which one of the following is true about groups?
   A. Mere aggregates of people
   B. No mutual interaction
   C. No awareness
   D. Common identity

2. The process of rejecting unsuitable candidates is called
   A. Selection
   B. Training
   C. Human resource planning
   D. Induction

3. The process of systematic collection and compilation of data about each job in organizations.
   A. Job
   B. Performance appraisal
   C. Job analysis
   D. Job evaluation

4. How can absenteeism be controlled in organizations?
   A. Unhealthy working conditions
   B. Ineffective communication
   C. Documented attendance policy
   D. Task repetition

5. Study of body language is known as,
   A. Sociology
   B. Psychology
   C. Physiology
   D. Physiognomy
6. Which one of the following order is followed in a typical selection process?
   A. Employment interview, application form, reference check and physical examination
   B. Reference check, application form, employment interview and physical examination
   C. Physical examination, employment interview, application form and reference check
   D. Application form, employment interview, reference check and physical examination

7. The group is in the ____________ stage when the members tend to be uncertain and anxious about their roles and goals.
   A. Storming
   B. Norming
   C. Forming
   D. Performing

8. Written communication includes all of the following except,
   A. Letters
   B. Telephonic talks
   C. Notice
   D. Memorandum

9. Which method of data collection is not suitable in job analysis when a job consists of mainly mental activities?
   A. Interview
   B. Direct observation
   C. Critical incidents
   D. Log records

10. What is the role of human resource management in employee relations?
    A. Discouraging employees to make suggestions
    B. Achieving commitment of the employees through effective communication
    C. Building unstable and non-cooperative relationship among employees
III. SHORT ANSWER TYPE QUESTIONS (4 x 4 marks = 16 marks)
[Write in short and clear statements. Limit your ideas/points as required in each question.]
(Suggested time: 40 min)

1. Write the differences between internal sources and external sources of recruitment.
   (2 + 2 = 4 marks)

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2. Briefly describe strategic workforce planning.
   (4 Marks)

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3. Explain any two characteristics of effective teams. (2 + 2 = 4 marks)

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4. Define the following: (2 + 2 = 4 marks)
   a. Manpower Planning
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

   b. Induction
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________
IV. DESCRIPTIVE QUESTIONS

(2 x 7 marks = 14 marks)
(Suggested time: 40 min)

1. List down the types of information collected through job analysis. Explain any two of them. Identify any two of the information which are used in preparing job specification.

(3 + 2 + 2 = 7 marks)
2. What is preparation stage in interview? Explain any five mistakes committed during this stage. 

(2 + 5 = 7 marks)
ALL THE BEST