

# HUMAN RESOURCE MANAGEMENT- MODEL IBPS SPECIALISTOFFICER

## INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

1) The term \_\_\_\_\_ refers to "the total knowledge, skills, creative abilities, talents and aptitudes of an organization's workforce, as well as the values, attitudes and beliefs of the individuals involved".

- a. **Human resources**
- b. Human resources management
- c. Human resources planning
- d. Human relations

ANS) A

2) The \_\_\_\_\_ function in human resource management is concerned with providing a work environment which is conducive to the employees and nurturing them to make them feel committed and attached to the organization.

- a. **Retention**
- b. Development
- c. Motivation
- d. Acquisition

ANS) A

3) The \_\_\_\_\_ function involves establishing an intentional structure of roles for the employees; it is one of the managerial functions performed by the human resource department of an organization.

- a. Planning
- b. Human resources development
- c. Employee relations
- d. **Organizing**

ANS) D

4) \_\_\_\_\_ is not an operative function of human resource management.

- a. Employee relations
- b. Compensation to employees
- c. **Organizing**
- d. Employment

ANS) C

5) Introducing a new employee to the for Organization, its business, its culture, its values and beliefs, and practices is termed as \_\_\_\_\_.

- a. Placement
- b. **Induction**
- c. Selection
- d. Recruitment

ANS) B

6) \_\_\_\_\_ is the systematic development of an employee's knowledge, skills, and attitudes that are required to perform a given task successfully.

- a. **Training**
- b. Management development
- c. Career planning and development
- d. Performance appraisal

ANS) A

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- 7) Human resources accounting is measurement of the \_\_\_\_\_ of people for an organization .it helps management to value its human resources and use it with discretion and wisdom.
- a. Price and value
  - b. Salary and incentive
  - c. Cost and value**
  - d. Service and cost

ANS) C

- 8) The \_\_\_\_\_ function involves establishing an intentional structure of roles for the employees ; it is one of the managerial functions performed by the human resource department of an organization.
- a. Planning
  - b. Human resources development
  - c. Employee relations
  - d. Organizing**

ANS) D

- 9) \_\_\_\_\_ is not an operative function of human resource management.
- a. Employee relations
  - b. Compensation to employee
  - c. Organizing**
  - d. Employment

ANS) C

- 10) Introducing a new employee to the organization ,its business ,its culture ,its values and beliefs and practices and procedures is termed as
- a. Placement
  - b. Induction**
  - c. Selection
  - d. Recruitment

ANS) B

- 11) \_\_\_\_\_ is the systematic development of an employee's knowledge, skills, and attitudes that are required to perform a given task successfully.
- a. Training**
  - b. Management development
  - c. Career planning and development
  - d. Performance appraisal

ANS) A

- 12) Human resources accounting is measurement of the \_\_\_\_\_ of people for an organization . it helps management to value its human resources and use it with discretion and wisdom.
- a. Price and value
  - b. Salary and incentive
  - c. Cost and value**
  - d. Service and cost

ANS) C

- 13) \_\_\_\_\_ is the managerial function that involves measurement and rectification of activities to ensure conform to plans .
- a. Directing
  - b. Controlling**

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- c. Employee relations
- d. Human resource development

ANS) B

14) In the role of a/an \_\_\_\_\_, an HR specialist is responsible for ensuring that all members of the management perform their respective roles concerned with the effective use of human resources.

- a. Auditor**
- b. Service provider
- c. Executive
- d. Consultant

ANS) A

15) \_\_\_\_\_ is the optimum utilization of human resources to achieve the set goals and objectives in the business environment.

- a. Strategic human resource management**
- b. Human resource planning
- c. Scientific management
- d. Strategic management

ANS) A

16) \_\_\_\_\_ refers to the 'defined relationships among the elements of an organizations, namely people, tasks, structure, and information and control process that characterize all organizations'.

- a. Organizational climate
- b. Organizational structure**
- c. Organizational behavior
- d. Organizational culture

ANS) B

17) In mechanistic organizations power and authority are vested in the hands of a few and tasks and duties are clearly specified these organizations are appropriate for \_\_\_\_\_ environments.

- a. Volatile
- b. Static**
- c. Dynamic
- d. Unpredictable

ANS) B

18) \_\_\_\_\_ is the defined set-up of roles for achievement of organizational goals and objectives.

- a. Formal organization**
- b. Informal organization
- c. Centralized organization
- d. Decentralized organization

ANS) A

19) \_\_\_\_\_ can be defined as one's obligation to perform the function assigned to him/her to the best of his/her ability in accordance with directions received.

- a. Authority
- b. Responsibility**
- c. Accountability
- d. Liability

ANS) B

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20) In an informal organization ,as interactions are not totally controlled by any \_\_\_\_\_ authority ,there is a free flow of \_\_\_\_\_ and ideas

- a. Informal ,information
- b. Formal ,information**
- c. Informal, goals
- d. Formal , goals

ANS) B

21. \_\_\_\_\_ can be defined as one's obligation to perform the function assigned to him/her to the best of his/her ability in accordance with directions received.

- a) Authority
- b) Responsibility**
- c) Accountability
- d) Liability

ANS) B

22. \_\_\_\_\_ refers to the right to give orders and the power to demand obedience from others in the process of discharging responsibility.

- a) Responsibility
- b) Authority
- c) Accountability
- d) Liability**

ANS) D

23. The HR department as a \_\_\_\_\_ helps in designing and implementing many development and development activities like training management development and performance appraisal.

- a) Specialist
- b) Facilitator**
- c) Change agent
- d) Controller

ANS) B

24. The \_\_\_\_\_ of a nation is a set of age old traditions and beliefs shared by the people of the country ?

- a) Values
- b) Beliefs
- c) Ethics
- d) Culture**

ANS) D

25. \_\_\_\_\_ affect IHRM and are defined as the opeople's aspirations regarding the way things should be done

- a) Values**
- b) Beliefs
- c) Cultures
- d) Perceptions

ANS) A

26). To define and differentiate cultures, \_\_\_\_\_ identified a set of cultural attributes such as uncertainty avoidance, power distance, and individualism vs. collectivism.

- a) Elton Mayo
- b) Peter Drucker
- c) Geert Hofstede**

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d) Henry Fayol

ANS) C

27). In a decentralized set-up, the decision making power is vested in the \_\_\_\_\_management and the top management \_\_\_\_\_ in the functioning of the subsidiary (When there is no problem or need for intervention)

a) host country, interferes

b) **Parent country, interferes**

c) parent country, interferes

d) Parent country, does not interfere

ANS) B

28) \_\_\_\_\_is a process that basically ensures the availability of the right number of suitable employees in the right place at the right time to meet the organizational needs of the future.

a) Human resource policies

b) Human resource organizing

c) **Human resource planning**

d) Human resource procedures

ANS) C

29). In terms of scope, the Human Resource planning function primarily involves planning for \_\_\_\_\_

a) Temporary needs

b) Industry needs

c) Short-term needs

d) **Long term needs**

ANS) D

30). \_\_\_\_\_is defined as a portrayal of the tasks, responsibilities, duties and functions of a job?

a) Job Specification

b) Job design

c) Job analysis

d) **Job description**

ANS) D

31). \_\_\_\_\_ is a complete list of competencies and qualifications required to match the job descriptions

a) **Job specification**

b) Job design

c) Job analysis

d) Job review

ANS) A

32). Among employment agencies, recruitment consultants fall in the category of \_\_\_\_\_agencies

a) Public

b) State

c) **Private**

d) Government

ANS) C