Which of the following is not a function of HRM?
Select correct option:
Recruitment
Training
**Procurement**
None of the above

Which one statement is true about internal equity in compensation system?
Select correct option:
This means that as job rates are set, they are determined on such dimensions As skills, job responsibilities, effort and accountability.
Internal equity not shows the fairness of pay structure
Internal equity means comparing employees with each other by their personal characteristics
None of given options

Best Training program is the one that:
Select correct option:
Has fulfilled all the steps of training process
That leaves academic impact on participants
That leaves a permanent impact on participants
None of the given

Who is responsible to take corrective actions in response to unforeseen problems?
Select correct option:
Liaison
Disturbance-handler
Figurehead
Spokesperson

Which of them is most valid interview form for predicting job performance?
Informal interview
Unstructured interview
Structured interview
All of them

The invisible barrier that blocks females & minorities from ascending into upper levels of an organization, is termed as:
Gender discrimination
Glass ceiling
Affirmative action
Stereotype

Following are the stages of socialization process, EXCEPT:
Pre-arrival stage
Encounter stage
Metamorphosis stage
Completion stage

How do companies facilitate workforce diversity?
By relying on external support systems for minority workers
By encouraging employees to challenge beliefs and values of other employees
By organizing social activities

By reinforcing traditional values

Which of the following term focuses on the differences and similarities among the workforce?
Variety
Diversity
Uniformity
Harmony

Which of the following is a forecasting technique that involves experimenting a real-world situation through a mathematical model?
Simulation
Modeling
Mock-up
Replication

Individual's behavior comprises of:
Heritage
Perception
Emotions
All of the given options

Question # 1 of 15 ( Start time: 10:50:09 AM ) Total M - 1
The process by which people acquire skills & abilities required to perform jobs at hand, is known as:
Select correct option:

Learning

**Training**

Development

Need analysis

Question # 2 of 15 ( Start time: 10:50:50 AM ) Total M - 1
Organization, where employees are provided with the opportunity to learn on continuous basis is known as:
Select correct option:

Formal

Informal

Bureaucratic

**Learning**

Question # 3 of 15 ( Start time: 10:51:37 AM ) Total M - 1
Job evaluation is conducted to develop:
Select correct option:

Compensation packages

**Training modules**
Organizational grapevine
Rules & policies

Question # 4 of 15 ( Start time: 10:52:24 AM ) Total M - 1
The invisible barrier that blocks females & minorities from ascending into upper levels of an organization, is termed as:
Select correct option:

**Gender discrimination**
Glass ceiling
Affirmative action
Stereotype

Question # 5 of 15 ( Start time: 10:52:51 AM ) Total M - 1
The process through which someone becomes aware of personal skills, interests, knowledge, motivations; acquires information about opportunities; identifies career goals; and establishes action plans to attain those goals is called____.
Select correct option:

Organizational development
Career management
Career development
**Career planning**

Question # 6 of 15 ( Start time: 10:53:45 AM ) Total M - 1
The procedure of initiating a document that specifies job title, department, the date the employee is needed for work, and other details, is known as:
Select correct option:

Employee request
Employee appropriation
Employee requisition
Employee demand

Question # 7 of 15 ( Start time: 10:54:50 AM ) Total M - 1
Who is the primary person responsible for doing the actual appraising of an employee's performance?
Select correct option:

**The employee's direct supervisor**
The company appraiser
The human resource manager
The EEO contact person

Question # 8 of 15 ( Start time: 10:55:14 AM ) Total M - 1
Socialization process of newly hired employees is usually conducted by:
Select correct option:

Marketing department
**HR department**

Accounts department
All of the given options

Question # 9 of 15 ( Start time: 10:55:34 AM ) Total M - 1
Which of the following term is said to be a part of Organizational Structure?
Select correct option:

Goal attainment
**Hierarchy level**
Performance standards
Supporting staff

Question # 10 of 15 ( Start time: 10:55:58 AM ) Total M - 1
HR responsibilities of staff managers include
Select correct option:

assistance in hiring
rewarding, counseling
assistance in promotiion
**all given option**

Question # 11 of 15 ( Start time: 10:56:13 AM ) Total M - 1
Which of the following defines the process of 'Recruitment'?
Select correct option:

Forecasting the demand of human resources

Forecasting the supply of human resources

**Discovering potential job candidates for a particular position**

Making a "hire" or "no hire" decisions

Question # 12 of 15 ( Start time: 10:56:55 AM ) Total M - 1
Charismatic leaders are those who have the ability to:
Select correct option:

Resolve every problem prevailing in the organization
**Influence others in a desired manner**
Command over larger number of employees
Strictly impose the set rules

Question # 13 of 15 ( Start time: 10:57:42 AM ) Total M - 1
Which of the following term is used for locating the qualified candidates?
Select correct option:

Recruitment sources
Recruitment leads
**Recruitment pools**
Recruitment personnels

Question # 14 of 15 ( Start time: 10:58:33 AM ) Total M - 1

Impact of individuals' behavior in an organization is studied under:
Select correct option:

Organizational culture
Organizational norms
**Organizational behavior**
Organizational rules

Question # 15 of 15 ( Start time: 10:58:50 AM ) Total M - 1
The lifelong series of activities that contribute to a person's career exploration, establishment, success, and fulfillment is called:
Select correct option:

Organizational development

Career management

Career development

**Career planning**

Question # 1 of 15 ( Start time: 11:01:10 AM ) Total M - 1
Organization, where employees are provided with the opportunity to learn on continuous basis is known as:
Select correct option:

Formal

Informal

Bureaucratic

**Learning**

Question # 2 of 15 ( Start time: 11:02:02 AM ) Total M - 1
Providing timely performance feedback, development assignments, and support are all part of the _____'s role in career development.
Select correct option:

Individual
Manager
Company
Human resource specialist

Question # 3 of 15 ( Start time: 11:03:24 AM ) Total M - 1
Which of the following defines the process of 'Recruitment'?
Select correct option:

Forecasting the demand of human resources

Forecasting the supply of human resources

**Discovering potential job candidates for a particular position**

Making a "hire" or "no hire" decisions

Question # 4 of 15 ( Start time: 11:04:22 AM ) Total M - 1

Which of the following practice involves the selling off portions of the company and making severe staff reductions?

Select correct option:

Redesigning

**Restructuring**

Organizational designing

Reengineering

Question # 5 of 15 ( Start time: 11:04:58 AM ) Total M - 1

Authority is classified among_____levels of categories.

Select correct option:

2

4

6

**3**

Question # 6 of 15 ( Start time: 11:05:57 AM ) Total M - 1

People within a group who initiate the work, give new ideas and also collect information about the task, are actually performing:

Select correct option:

Information collector roles

**Task oriented roles**

Relationship oriented roles

Individual roles

Question # 7 of 15 ( Start time: 11:06:49 AM ) Total M - 1

several factors radically changed attitudes towards human resource information systems during

Select correct option:

During the 1960s and 1970s

**During the 1970s and 1980s**

During the 1990s and 2000s

During the 1950s and 1960s

Question # 8 of 15 ( Start time: 11:08:00 AM ) Total M - 1

System used to collect, record, store, analyze, & retrieve data related to an organization, is termed as:

Select correct option:

IS (Information System)

MIS (Management Information System)

**HRIS (Human Resource Information System)**

DBMS (Data Base Management System)

Question # 9 of 15 ( Start time: 11:08:49 AM ) Total M - 1
For the selection of pilot, PIA's management took the written test based on the understanding & application of aeronautical engineering; under which category this test will fall?
Select correct option:

Reliable test

Content-valid test

**Criterion-valid test**

Face-valid test

Question # 10 of 15 ( Start time: 11:10:01 AM ) Total M - 1
Employees quit the organizations at their own choice through
Select correct option:

**Outplacement, restructuring**
Discharging, layoff
Transfer, demotion
Resigning, retirement

Question # 11 of 15 ( Start time: 11:11:04 AM ) Total M - 1
The inner drive that directs a person's behavior towards goal attainment is known as:
Select correct option:

Performance

**Motivation**

Need

Attitude

Question # 12 of 15 ( Start time: 11:11:53 AM ) Total M - 1
Methods of Collecting Job Analysis Information include
Select correct option:

Interview
Questionnaire
Logs
all of given option

Question # 13 of 15 ( Start time: 11:12:24 AM ) Total M - 1
As being part of an organization, it is an employee's_____to align his/her actions according to the set rules & policies.
Select correct option:

Right
**Responsibility**
Task
Contractual right

Question # 14 of 15 ( Start time: 11:13:14 AM ) Total M - 1
Which of the following skill/s is/are required for an effective team?
Select correct option:

Problem-solving skills
Technical skills
Interpersonal skills
**All of the given options**

Question # 15 of 15 ( Start time: 11:13:50 AM ) Total M - 1
The physical or psychological condition induced in workers by overwork or overexposure to stress in the workplace, is known as:
Select correct option:

Exhaustion
**Burnout**
Collapse
Fatigue

Select correct option:

**Interpersonal role**

Decisional role

Informational role

Supportive role

Question # 6 of 20 ( Start time: 01:32:08 AM )

The emigration of trained and talented individuals to other nations due to lack of opportunity or other reasons is known as
_____.

Select correct option:

Job Insecurity

Outsourcing

Workforce diversity

**Brain Drain**

Question # 7 of 20 ( Start time: 01:32:50 AM )

Total M - 1

Staffing is a process of hiring qualified employees at the right place and at the right time, to achieve _____.

Select correct option:

Targeted sales goals

Individual career goals

Return on investment

**Organizational objectives**

Question # 8 of 20 ( Start time: 01:33:39 AM )

Total M - 1

Manufacturing was the main concern of personnel department during:

Select correct option:

**Mechanistic period**

Catalytic period

Organistic period

Strategic period

Question # 9 of 20 ( Start time: 01:34:07 AM )

Total M - 1

_____ is achieved by combining capital, raw material & human resource by an organization.

Select correct option:

Sales

Capital

Input

**Output**

Question # 10 of 20 ( Start time: 01:34:27 AM )

Total M - 1

Supervisors fall into the:

Select correct option:

Top-level

Middle-level

**First-line level**

Executive level

Question # 11 of 20 ( Start time: 01:34:42 AM )

Total M - 1

HRM is associated with the management of:

Select correct option:

General people

Labors only

**Organizational people**

Employers only

Question # 12 of 20 ( Start time: 01:34:58 AM )

Total M - 1

A practice used by different companies to reduce costs by transferring portions of work to outside provider rather than completing it internally is termed as:

Select correct option:

Planning

Decentralization

Restructuring

**Outsourcing**

Question # 13 of 20 ( Start time: 01:35:28 AM )

Total M - 1

The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Question # 14 of 20 ( Start time: 01:36:07 AM )

Total M - 1

Reactive approach to overcome the influence of discriminatory practices occurred in the past is referred as:

Select correct option:

Equal employment opportunity

**Affirmative action**

HR planning

Litigation process

Question # 15 of 20 ( Start time: 01:36:29 AM )

Total M - 1

Which of the following terminology describes the legal legislation in which job applicant should not be rejected on the basis of discriminatory practices?

Select correct option:

Affirmative action

Legal compliance

**Equal employment opportunity**

Stereotype

Question # 16 of 20 ( Start time: 01:37:46 AM )

Total M - 1

An organization operates in:

Select correct option:

An isolated system

A closed system

A clogged system

**An open system**

Question # 17 of 20 ( Start time: 01:38:17 AM )

Total M - 1

_____ refers to a set of expected behavior patterns attributed to someone who occupies a given position in a social unit.

Select correct option:

Norm

Perception

**Role**

Stereotyping

Question # 18 of 20 ( Start time: 01:38:44 AM )

Total M - 1

People can be more productive while working in:

Select correct option:

Isolation

**Groups**

Crowd

None of the given options

Question # 19 of 20 ( Start time: 01:39:02 AM )

Total M - 1

Which of the following component consists of a person's beliefs, opinions, knowledge, and information?

Select correct option:

Affective component

**Cognitive component**

Behavioral component

Objective component

Total M - 1

Which of the following involves holding beliefs about people that place them in categories for recognizing and accepting differences?

Select correct option:

Backlash

Mistrust

**Cohesiveness**

Stereotyping

1. Which of the following personality characteristics are associated with people who are likely to exhibit violent behavior on the job?

a. Neurotic

b. Optimistic

c. Extraverted

d. Type A

2. Which of these suggestions is an effective way to deal with stress?

a. Meditation

b. Exercise

c. Talking with others

d. All of the given options

3. In most large facilities, who is responsible for reducing unsafe working conditions and reducing unsafe acts by employees?

a. Chief executive officer

b. Chief safety officer

c. Occupational safety and health officer

d. Chief operations officer

4. Who distinguished between intrinsic motivation and extrinsic motivation?

a. Frederick Taylor

b. Frederick Herzberg

c. David McClelland

d. Edward Deci

5. Which of the following is categorized as an indirect payment portion of employee compensation?

a. Wages

b. Salaries

c. Employer-paid insurance

d. Commissions

6. Stress can affect not only your health, but also other aspects of your life. What else can be affected by stress?

a. Family relationships

b. Work performance

c. Your attention to safety

d. All of the given options

7. Unemployment benefits are typically about _____ percent of a person's earnings and last for_____.

a. 50; 26 weeks

b. 75; 1 year

c. 100; 2 years

d. 25; 4 weeks

8. Unsafe acts can be reduced through all of the following methods except:

a. Job rotation

b. Screening

c. Training

d. Incentive programs

9. Which of these is the most common type of retirement plan?

a. Defined benefit

b. ERISA

c. Defined contribution

d. Money purchase plan

10. Which one of the following statements is correct in relation to monetary rewards in accordance with Herzberg's Two-Factor theory?

a. Pay increases are a powerful long-term motivator

b. Inadequate monetary rewards are a powerful dissatisfier

c. Monetary rewards are more important than non-monetary rewards

d. Pay can never be used as a motivator

11. Which pattern of communication is the quickest way to send a message?

a. The circle

b. The chain

c. The Y

d. The wheel

12. Chronic stress is the stress that wears at people day after day. Which of these is an example of chronic stress?

a. An unhappy marriage

b. Ongoing money problems

c. Dissatisfaction with a job

d. All of the given options

13. The relative position of an organization's pay incentives compared to other companies in the same industry is known as:

a. Pay structure

b. Pay appraisal

c. Pay level

d. Pay feedback

14. Poor quality lateral communication will result in which of the following?

a. Lack of direction

b. Lack of coordination

c. Lack of delegation

d. Lack of control

15. Which of the following is a health hazard in the work place?

a. Uncollected waste paper

b. Heavy object

c. Frayed crypt

d. All of the given options

16. Managers can motivate people to avoid performing dysfunctional behaviors by using:
I. Extinction
II. Punishment
III. Negative reinforcement

a. I, II, III

b. I and III

c. II and III

d. I and II

17. Workers' compensation benefits fall into all of these major categories except:

a. Medical care

b. Retirement benefits

c. Disability income

d. Death benefits

18. Expectancy theory focuses on the relationships between which three factors?

a. Needs, effort and persistence

b. Needs, performance and inputs

c. Inputs, performance and outcomes

d. Needs, performance and outcomes

19. A horizontal extension of the object to increase task variety is called:

a. Job evaluation

b. Job enrichment

c. Job enlargement

d. Job rotation

20. Communication between two members of a project team from different function, but the same level of authority is _____ communication.

a. UP ward

b. Downward

c. Lateral

d. Diagonal

1) Appraisal of a worker's performance can be described as:

a) Planning Activity

b) Organizing Activity

c) Controlling Activity

d) Leading Activity

2)Hawthornestudies depict the effects of work environment on:

a) Human Behavior

b) Human Performance

c) Human Satisfaction

d) All the given options

3) Process of working with different resources to accomplish organizational goals is known as:

a) Strategic management
b) Human Resource management
c) Management

d) Team work

4) The concept of how a person behaves in a group can be attributed to:

a) Thermodynamics

b) Group Dynamics

c) MBO (Management by objectives)

d) Group Behavior

5) The study of Organizational Behavior is closely related to:

a) Human Psychology

b) Human Behavior in general

c) Human Behavior at work

d) Human-Machine Interaction

6) Essential component of an organization is:

a) Team

b) Structure

c) Individual

d) None of the given options

7) The whole is greater than the sum of its parts is known as:

a) Efficiency

b) Effectiveness

c) Productivity

**d) Synergy**

8) Virtual teams can contribute to better coordination among the team members because:

**a) Technology brings them together on a forum.**

b) Team members meet physically with each other

c) Team members share views among themselves via communication links.

d) Team members have the real time environment for interaction.

9) Setting standards should be left to the employee rather than organization leads to self controlling because:

a) It follows the management by objective approach.

b) It increases the productivity of the worker

c) It increases the confidence of workers

**d) Workers come up to the high standard since they have no pressure from his superiors.**

10) Which one is not basic component ofOB(Organizational Behavior) Model?

a) Organization

b) Group

**c) Team**

d) Individual

Q-1: Job posting is:

1.Internal advertisement by an organization to attract candidates from the existing employees, against a vacancy.

2.The system of transferring existing employees to comparable new jobs available in the organization.

3.An arrangement of in house training of employees for career advancement.

4.Grouping together of a family of similar jobs, under a single title to establish uniformity of standards in controls and compensations.

Q-2: Realistic job preview is a:

1.Technique for listing elements of job before selecting someone to perform it.

2.Performance appraisal technique.

3.A selection device that enables the candidates to learn both the negative and positive information about the job and organization.

4. None of the given options

Q-3: Job analysis can be performed in all of the following ways except:

Observing hourly work

Reviewing interviews conducted with departing employees

Studying diaries or daily journals that manager kept over a three-month period

Giving workers checklists to indicate which tasks on the list are performed during job execution

Q-4: Considering continuous process improvement activities in organizations,

Should "Zero defects" really be a goal?

1.Yes perfection is reasonable goal.

2.No, 0.1 percent errors can be corrected much more efficiently than they can be prevented

3.Yes most industries find this an attainable goal.

4.Sometimes, for some mistakes, cost benefits can not be calculated

Q-5: Organizational efficiency is expressed as:

1.Planning for long-run goals

2.Making the best use of scarce resources

3.Goal attainment

4.Meeting deadlines

-6: Goal setting is:

1.Top down process

2.Bottom up process

3.A process of top down support and bottom up development
4.A function of senior management

Q-7: When the firm changes the way it operates, the process is known as:

1. Downsizing
2. Brain drain
3. Restructuring
4. Outsourcing

Q-8: Which one is not included in the hiring process?

1.Recruitment
2.Socialization
3.Selection
4.Job specification

Q-9: Effectiveness is -----------

1. Do right things
2. Do things right
3. Productivity
4. All of the given options

Q-10: Extents of individual freedom and discretion employees have in performing their jobs is Known as

1.Capitation
2. Flextime
3.Empowerment
4.Autonomy

Which of the following measures are taken to assess the intensity of employees' satisfaction and their attitude toward the training program?

Select correct option:

· **Continuous feedback**
· Profitability rate
· Market share
· Productivity levels

Question # 5 of 10 ( Start time: 10:58:34 AM ) Total M - 1

Organization, where employees are provided with the opportunity to learn on continuous basis is known as:

Select correct option:

· Formal
· Informal
· Bureaucratic
· **Learning**

Question # 6 of 10 ( Start time: 10:59:01 AM ) Total M - 1
Under which of the following no screening of applicant pool is
conducted before making final selection?

Select correct option:

· **Walk-in applicants**
· Employee referrals
· Employment agency
· School placement

Question # 7 of 10 ( Start time: 10:59:49 AM ) Total M - 1
Which of the following is NOT a concern of Human Resource Development
(HRD)?

Select correct option:

· Employee training
· Employee orientation
· **Employee rights**
· Employee appraisals

Question # 8 of 10 ( Start time: 11:00:59 AM ) Total M - 1(Solution courtesy Marina Khan)
Employee commitment has suffered in recent years because of:
Select correct option:

· Downsizing
· Training issues
· **Appraisals**
· Performance standards

Question # 9 of 10 ( Start time: 11:01:34 AM ) Total M - 1 (Solution courtesy Marina Khan)
The process through which someone becomes aware of personal skills,
interests, knowledge, motivations; acquires information about
opportunities; identifies career goals; and establishes action plans
to attain those goals is called _____.

Select correct option:

· Organizational development
· Career management
· **Career development**
· Career planning

Question # 10 of 10 ( Start time: 11:03:04 AM ) Total M -
1

Following are the stages of socialization process, EXCEPT:

Select correct option:

· Pre-arrival stage
· Encounter stage
· Metamorphosis stage
· **Completion stage**

Which performance appraisal technique lists traits and a range of performance?

Select correct option:

Alternation ranking
**Graphic rating scale**

Management By Objective

Paired comparison

Which of the following is part of an employee's role in his or her own career development?

Select correct option:

Providing timely performance feedback

Participating in career development discussions

**Establishing goals and career plans**

Offering a variety of career options

_____ is achieved by combining capital, raw material & human resource by an organization.

Select correct option:

Sales

Capital

Input

**Output**

Decision regarding the delivery medium for training is made prior to which of the following step?

Select correct option:

Evaluating the training program

**Designing the contents of training to be delivered**

Identifying whether the training is required or not

Conducting need assessment to identify issues

Unofficial part of an organization formed on the basis of common interests is known as:

Select correct option:

Formal organization

**Informal organization**

Bureaucratic organization

Virtual organization

The re-arrangement of organizational structure & change in organizational culture is accomplished during:

Select correct option:

Task analysis

**Organizational analysis**

Person analysis

Management analysis

Which of the following statement reflects the 'Age Discrimination Act' for workers?

Select correct option:

**At the age of 40 to 70, workers can not be retired by force**

At the age below 18, workers can never be hired

Having 10 years of experience, workers should be promoted

Workers can never be rehired if retired once

Which of the following is a process of attracting individuals on timely basis, in sufficient numbers and with appropriate qualifications, to apply for jobs with an organization?

Select correct option:

Selection

**Recruitment**

Staffing

Enrollment

Providing training & development opportunities, and career information & programs, are all part of the _____'s role in career development.

Select correct option:

Individual

Manager

**Supervisor**

Company

Which of the following method includes the exchange of information between organizational member & the applicant through a goal-oriented conversation?

Select correct option:

Counseling simulations

Vocational interest test

Role playing

**Employment interview**

_____ is an obligation to perform certain tasks/activities.

Select correct option:

Duty

**Responsibility**

Position

Work

If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the _____ of its affirmative action.

Select correct option:

Performance

Gaps

**Effectiveness**

Discrepancies

Studying organizational behavior helps managers:

Select correct option:

To see the value of workforce diversity

To analyze the efficiency of organization

To analyze the efficiency of organization

**To become more effective in society**

If a company is employing the fresh graduates as well as the professional experts, the management is said to be enhancing _____.

Select correct option:

Stereotyping

Variety

**Diversity**

Uniformity

The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

Which of the given term is used to represent the segments of jobs held by an individual throughout his/her life time?

Select correct option:

Responsibility

**Career**

Occupation

Position

Which of the following information is NOT collected through observation method while conducting job analysis?

Select correct option:

**Who is monitoring the task?**

What task has done?

How task has done?

How long a task has taken to complete?

The cognitive component consists of a person's:

Select correct option:

Emotions

**Knowledge**

Attitude

Feelings

What is another term used for 360-degree feedback?

Select correct option:

Feedback loop

**Multi-source assessment**

Upward reporting

Round communication

Which one of the following is an outcome of 'organizing' function of management

Select correct option:

Organization's strategy

Motivation & commitment

**Organization's structure**

Performance measurement

Which of the following is a stated outcome of 'Job Analysis'?

Select correct option:

Job description

Job specification

Job evaluation

**All of the given options**

Which of the following is MOST important to manage workforce diversity?

Select correct option:

Lower cohesiveness

Support group

**Top-level commitment**

Resistance to change

Training to the raters of performance appraisal is an important responsibility of:

Select correct option:

Top management

**HR department**

Line managers

Production department

Graphic rating scales are subjected to all of the following problems, EXCEPT:

Select correct option:

Halo effects
**Complexity**

Central tendency

Leniency

Which of the following is responsible for implementing the developed strategies?

Select correct option:

**Human resource**

Physical resource

Rules & policies

Installed equipment

In which of the following area organizations are legally bound to maintain consistency in HR policies?

Select correct option:

Compensation system

Training & development

Safety measures

**None of the given options**

How can companies provide career counseling, development advice, and therapy for employees seeking to grow in

their careers?

Select correct option:

**Provide career coaches**

Encourage role reversal

Establish a corporate campus

Offer online career centers

Which ONE of the following is not a part of Human Resource Development?

Select correct option:

Training

**Education**

Development

Rewards

What type of screening mode is used to reduce absenteeism and establish a baseline for future insurance claims?

Select correct option:

**Physical examinations**

Personality tests

Polygraph tests

Substance abuse screening

Which of the following is part of the organization's role in an employee's career development?

Select correct option:

**Communicating the mission, policies, and procedures**

Providing timely performance feedback

Participating in career development discussions

Seeking out career information

Which of the following term is said to be a part of Organizational Structure?

Select correct option:

Goal attainment

**Hierarchy level**

Performance standards

Supporting staff

"On going process of evaluating & managing both the behavior & outcomes in the workplace" is known as;

Select correct option:

Training & development

**Performance appraisal**

Compensation management

Job analysis

Which performance appraisal technique lists traits and a range of performance?

Select correct option:

Alternation ranking

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Paired comparison

HRIS helps managers to perform _____ more effectively & systematically.

Select correct option:

Management functions

Controlling functions

Planning functions

**HR functions**

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4.None of the given options

Q-3:Job analysis can be performed in all of the following ways except:

1.Observing hourly work

1.Reviewing interviews conducted with departing employees

2.Studying diaries or daily journals that manager kept over a three-month period

3.Giving workers checklists to indicate which tasks on the list are performed during job execution

Q-4:Considering continuous process improvement activities in organizations,
Should "Zero defects" really be a goal?

1.Yes perfection is reasonable goal.

2.No, 0.1 percent errors can be corrected much more efficiently than they can beprevented

3.Yes most industries find this an attainable goal.

4.Sometimes, for some mistakes, cost benefits can not be calculated

Q-5:Organizational efficiency is expressed as:

1.Planning for long-run goals

2.Making the best use of scarce resources

3.Goal attainment

4.Meeting deadlines

Q-6:Goal setting is:

1.Top down process

2.Bottom up process

### 3.A process of top down support and bottom up development

4.A function of senior management

Q-7: When the firm changes the way it operates, the process is known as:

1.Downsizing

2.Brain drain

### 3.Restructuring

4.Outsourcing

Q-8: Which one is not included in the hiring process?

1.Recruitment

2.Socialization

3.Selection

### 4.Job specification

Q-9: Effectiveness is -----------

### 1.Do right things

2.Do things right

3.Productivity

4.All of the given options

Q-10: Extents of individual freedom and discretion employees have in performing their jobs is Known as

1.Capitation

2.Flextime

3.Empowerment

### 4.Autonomy

Which performance appraisal technique lists traits and a range of performance?

Select correct option:

1.Alternation ranking

**2.Graphic rating scale**

3.Management By Objective

4.Paired comparison

Which of the following is part of an employee's role in his or her own career development?

Select correct option:

1.Providing timely performance feedback

2.Participating in career development discussions

**3.Establishing goals and career plans**

4.Offering a variety of career options

_____ is achieved by combining capital, raw material & human resource by an organization.

Select correct option:

1.Sales

2.Capital

3.Input

**4.Output**

Decision regarding the delivery medium for training is made prior to which of the following step?

Select correct option:

1.Evaluating the training program

**2.Designing the contents of training to be delivered**

3.Identifying whether the training is required or not

4.Conducting need assessment to identify issues

Unofficial part of an organization formed on the basis of common interests is known as:

Select correct option:

1.Formal organization

**2.Informal organization**

3.Bureaucratic organization

4.Virtual organization

The re-arrangement of organizational structure & change in organizational culture is accomplished during:

Select correct option:

1.Task analysis

**2.Organizational analysis**

3.Person analysis

4.Management analysis

Which of the following statement reflects the 'Age Discrimination Act' for workers?

Select correct option:

**1.At the age of 40 to 70, workers can not be retired by force**

2.At the age below 18, workers can never be hired

3.Having 10 years of experience, workers should be promoted

4.Workers can never be rehired if retired once

Which of the following is a process of attracting individuals on timely basis, in sufficient numbers and with appropriate qualifications, to apply for jobs with an organization?

Select correct option:

    1.Selection
    **2.Recruitment**
    3.Staffing
    4.Enrollment

Providing training & development opportunities, and career information & programs, are all part of the _____'s role in career development.

Select correct option:

    1.Individual
    2.Manager
    **3.Supervisor**
    4.Company

Which of the following method includes the exchange of information between organizational member & the applicant through a goal-oriented conversation?

Select correct option:

    1.Counseling simulations
    2.Vocational interest test
    3.Role playing
    **4.Employment interview**

_____ is an obligation to perform certain tasks/activities.

Select correct option:

    1.Duty
    **2.Responsibility**
    3.Position
    4.Work

If the workforce of an organization represents true proportion of the community sectors in all its job classifications, it represents the _____ of its affirmative action.

Select correct option:

    1.Performance

2.Gaps

**3.Effectiveness**

4.Discrepancies

Studying organizational behavior helps managers:
Select correct option:

1.To see the value of workforce diversity

2.To analyze the efficiency of organization

3.To analyze the efficiency of organization

**4.To become more effective in society**

If a company is employing the fresh graduates as well as the professional experts, the management is said to be enhancing _____.
Select correct option:

1.Stereotyping

2.Variety

**3.Diversity**

4.Uniformity

The cognitive component consists of a person's:
Select correct option:

1.Emotions

**2.Knowledge**

3.Attitude

4.Feelings

Which of the given term is used to represent the segments of jobs held by an individual throughout his/her life time?
**Select correct option:**

1.Responsibility

**2.Career**

3.Occupation

4.Position

Which of the following information is NOT collected through observation method while conducting job analysis?
**Select correct option:**

**1.Who is monitoring the task?**

2.What task has done?

3.How task has done?

4.How long a task has taken to complete?

The cognitive component consists of a person's:
**Select correct option:**

1.Emotions

**2.Knowledge**

3.Attitude

4.Feelings

What is another term used for 360-degree feedback?
**Select correct option:**

1.Feedback loop

**2.Multi-source assessment**

3.Upward reporting

4.Round communication

Which one of the following is an outcome of 'organizing' function of management?
**Select correct option:**

1.Organization's strategy

2.Motivation & commitment

**3.Organization's structure**

4.Performance measurement

Which of the following is a stated outcome of 'Job Analysis'?
**Select correct option:**

1.Job description

2.Job specification

3.Job evaluation

**4.All of the given options**

Which of the following is MOST important to manage workforce diversity?
**Select correct option:**

1.Lower cohesiveness

2.Support group

**3.Top-level commitment**

4.Resistance to change

Training to the raters of performance appraisal is an important responsibility of:
**Select correct option:**

1.Top management

**2.HR department**

3.Line managers

4.Production department

Graphic rating scales are subjected to all of the following problems, EXCEPT:
**Select correct option:**

1.Halo effects

**2.Complexity**

3.Central tendency

4.Leniency

Which of the following is responsible for implementing the developed strategies?
**Select correct option:**

**1.Human resource**

2.Physical resource

3.Rules & policies

4.Installed equipment

In which of the following area organizations are legally bound to maintain consistency in HR policies?
**Select correct option:**

1.Compensation system

2.Training & development

3.Safety measures

**4.None of the given options**

How can companies provide career counseling, development advice, and therapy for employees seeking to grow in their careers?
**Select correct option:**

**1.Provide career coaches**

2.Encourage role reversal

3.Establish a corporate campus

4.Offer online career centers

Which ONE of the following is not a part of Human Resource Development?
**Select correct option:**

1.Training

**2.Education**

3.Development

4.Rewards

What type of screening mode is used to reduce absenteeism and establish a baseline for future insurance claims?
**Select correct option:**

**1.Physical examinations**

2.Personality tests

3.Polygraph tests

4.Substance abuse screening

Which of the following is part of the organization's role in an employee's career development?
**Select correct option:**

**1.Communicating the mission, policies, and procedures**

2.Providing timely performance feedback

3.Participating in career development discussions

4.Seeking out career information

Which of the following term is said to be a part of Organizational Structure?
**Select correct option:**

1.Goal attainment

**2.Hierarchy level**

3.Performance standards

4.Supporting staff

"On going process of evaluating & managing both the behavior & outcomes in the workplace" is known as;
**Select correct option:**

1.Training & development

**2.Performance appraisal**

3.Compensation management

4.Job analysis

Which performance appraisal technique lists traits and a range of performance?
**Select correct option:**

1.Alternation ranking

**2.Graphic rating scale**

3.Management By Objective

4.Paired comparison

HRIS helps managers to perform _____ more effectively & systematically.
**Select correct option:**

1.Management functions

2.Controlling functions

3.Planning functions

**4.HR functions**