

### Human Resources Management (MGT-501)

Q1. HRM is associated with the management of;

- A. General people
- B. Financial resources
- C. Organizational people**
- D. Community members

Q2. Cost of human resources refers to;

- A. Company profits
- B. Employee shares
- C. Salary packages**
- D. Earned revenues

Q3. Top level managers require \_\_\_\_\_ skills the most;

- A. Technical
- B. Interpersonal
- C. Conceptual**
- D. Mechanical

Q4. Matching the job description with the individuals' qualification is an important aspect of;

- A. IS

B. MIS

**C. HRIS**

D. DBMS

Q5. HR managers are generally the \_\_\_\_\_ managers;

A. Line

B. Middle

**C. Staff**

D. Top

Q6. Manufacturing was the main concern of personnel department during;

**A. Mechanistic period**

B. Catalytic period

C. Organist period

D. Strategic period

Q7. SWOT Analysis is a tool for;

A. Determining organization's mission

B. Developing organizational goals

C. Formulating strategies

**D. Environmental scanning**

Q8. Jobs are identified & grouped while;

A. Planning

**B. Organizing**

C. Leading

D. Controlling

Q9. According to the Hawthorne studies, the productivity of employees;

A. Increased by increasing light

B. Decreased by decreasing light

**C. Increased by observing them**

D. No change in their productivity

Q10. Organizational goals should be;

**A. Achievable**

- B. Ambiguous
- C. Random
- D. Vague

Q11. Which one of the following is NOT the source of workforce diversity?

- A. Age
- B. Gender
- C. Education
- D. Resentment**

Q12. To anticipate the human resource needs of the organization based on some previous data or managerial judgment is known as;

- A. Demand forecasting**
- B. Supplies forecasting
- C. Financial forecasting
- D. Sales forecasting

Q13. The thorough & detailed study regarding jobs within an organization is represented by;

- A. Job analysis**
- B. Job description
- C. Job specification
- D. Job evaluation

Q14. A practice used by companies to assign their costly activities to outside providers,

(for the purpose of cost saving), rather than completing it internally is called;

- A. Planning
- B. Decentralization
- C. Restructuring
- D. Outsourcing**

Q15. Organizational behavior depicts the;

- A. Jargons used within the organization
- B. Collective behavior of an organization**
- C. Effect of society's common behavior on an organization
- D. Culture prevails in an organization

Q16. Leaders perform;

- A. Decisional roles
- B. Informal roles
- C. Informational roles
- D. Interpersonal roles**

Q17. Organizations take inputs from its;

- A. Rules & Policies
- B. Internal Environment**
- C. External Environment
- D. Legislations

Q18. As organizational activities are interrelated, it is said to be;

- A. A closed system
- B. An isolated system
- C. An open system**
- D. A clogged system

Q19. Management sciences department is one of the \_\_\_\_\_ of the VU;

- A. System**
- B. Subsystem
- C. Board
- D. Structure

Q20. Shifting from manual to computerized system is resulted due to;

- A. Workforce diversity
- B. Technological advancement**
- C. Stake holder's involvement
- D. Globalization

#### Human Resources Management (MGT-501)

#### MCQ 5

1. \_\_\_\_\_ is the process of acquiring, training, appraising and compensating employees, attending to their labor relations, health and safety and fairness concerns.

- a. Labor Relations
- b. Organizational Behavior

**c. Human Resource Management**

d. Organizational Health and Safety Management

2. Which of these refers to the temporary, part-time and self-employed workers?

a. Internal labor force

**b. Contingent work force**

c. High-performance work systems

d. Downsized employees

3. Which basic function of management includes delegating authority to subordinates and establishing channels of communication?

a. Planning

**b. Organizing**

c. Leading

d. Staffing

4. Over the past 25 years, all of these areas of legal environment have influenced HRM except:

a. Equal employment opportunity legislation

b. Employees pay and benefits

**c. Employee competition legislation**

d. Job security

5. One of the most popular methods of increasing employee responsibility and control is \_\_\_\_\_.

a. Outsourcing

b. "Military model" of management

c. HRIS

**d. Work teams**

6. Which of these is a major dimension of HRM practices contributing to company competitiveness?

a. Compensating human resources

b. Acquiring and preparing human resources

c. Managing the human resource environment

**d. All of the given options**

7. How has technology changed HRM practices?

a. Recruiting using the web generates smaller, more focused applicant pools.

b. Employee training is offered through scheduled classes rather than on demand.

**c. Electronic resumes take less time to evaluate than paper resumes.**

d. None of the given options.

8. How do companies facilitate workforce diversity?

a. Rely on external support systems for minority workers.

b. Encourage employees to challenge the beliefs and values of other employees.

**c. Build in accountability through surveys and audits.**

d. Reinforce traditional values.

9. Employee involvement requires extensive additional HRM activity in which of these areas?

**a. Training**

b. Benefits

c. Labor negotiation

d. Marketing

10. Managers who meet designated goals are \_\_\_\_\_.

a. Assertive

b. Efficient

**c. Effective**

d. Entitled

11. David conducts new employee orientation for a large organization. His work is within which basic HRM function?

a. Management

b. Motivation

c. Career planning

**d. Training and development**

12. Employee relations specialists are involved in which of these activities?

**a. Handling employee complaints**

b. Working with position control specialists in compensation

c. Negotiating benefits packages

d. Coordinating interview schedules

13. The father of scientific management is \_\_\_\_\_.

a. Deming

b. Burns

**c. Taylor**

d. Hawthorne

14. A large organization is an EEO employer with an affirmative action plan. Which of these activities is performed as part of the plan?

a. All job applicants must have a recommendation from current or past employee

b. Insurance premiums from former employers of all applicants are analyzed

**c. Job requirements are determined based on skills, knowledge and abilities**

d. Job announcements are posted on the company bulletin board

15. Which of these items would be in the highest security category of a typical HRIS?

a. Employee name

b. Former employers

**c. Salary**

d. Work location

16. Which of these decreases in the labor supply is the easiest to predict?

a. Transfers-in

**b. Retirements**

c. Voluntary quits

d. Prolonged illnesses

17. Wal-Mart differentiates its business by offering the lowest prices. Offering the lowest prices is Wal-Mart's \_\_\_\_\_.

a. Functional strategy

**b. Competitive advantage**

c. Distinctive competence

d. Corporate strategy

18. \_\_\_\_\_ is the process of assessing progress toward strategic goals and taking corrective action as needed.

a. Strategic management

b. Strategic planning

**c. Strategic control**

d. Diversification

19. \_\_\_\_\_ is the right to make decisions, to direct the work of others and to give orders.

a. Leadership

**b. Authority**

c. Delegation

d. Management

20. Which of the following is considered a qualitative approach to job analysis?

a. Position analysis questionnaire

**b. Interviews**

c. Department of Labor approach

d. Functional job analysis