

Note: All Questions Are Compulsory subject to internal choice.
All Questions Carry Equal Marks.

Q. 1A) Fill in the blanks. (Any 8)

(08 Marks)

1. _____ Promotion means an increase in responsibilities and status, without any increase in pay or other financial benefits.
(a) Vertical (b) Dry (c) Horizontal (d) Lateral.
2. A job is a bundle of related _____.
(a) Tasks (b) Opportunities (c) Responsibilities (d) Ideas
3. _____ is the starting point of recruitment and selection.
(a) Job Design (b) Job Description (c) Job analysis (d) Job specifications
4. _____ is not an internal source of recruitment.
(a) Promotion (b) Transfer (c) Referral (d) Advertisement
5. _____ is a discussion following a performance appraisal in which supervisor and employer discuss the employee's rating and possible remedial actions.
(a) Panel Interview (b) Appraisal Interview (c) Exit Interview (d) Panel Interview.
6. _____ is a Latin word which means "course of Life".
(a) Bio-data (b) Curriculum vitae (c) Resume (d) Etiquette
7. _____ is a face to face interaction between two persons for a particular purpose.
(a) Recruitment (b) Selection (c) Interview (d) Induction.
8. _____ is the welcoming process to make the new employee feel at home and generate in him a feeling of belongingness to the organization.
(a) Induction (b) Orientation (c) On boarding (d) Socialization
9. _____ are also called search consultant.
(a) Head hunter (b) Body shopping (c) Scouting (d) Job portal
10. _____ induction is lengthy & time consuming process.
(a) Informal (b) Formal (c) Casual (d) Serial

Q1 B) True or False. (ANY 7)

1. A recruitment broker is a person or company that provides laborers to client companies on temporary basis.
2. Job analysis is a process of collecting information about a job.
3. A checklist is similar to questionnaires.
4. Panel interview is conducted by group of interviewer.
5. Case studies are real life stimulated situation.
6. The Bio- data/CV/Resume is not concise, relevant and too the point.
7. Employee is overloaded with forms to complete s an advantage in induction
8. Selection is the oldest method and often used to gather information.
9. A video conference requires special telecommunication arrangement & special room at each end.
10. Aesthetic skills occurred due to structural shift in employment.

Q. 2) Answer the following.

- a) What do you mean by Recruitment and evaluate the need and importance of Recruitment.
Recruitment (8)
- b) Explain Job Design along with its techniques. (7)

OR

- c) State in brief the Techniques of Recruitment. (15)

Q. 3) Answer the following

- a) Explain selection process in detail? (8)
- b) What are the different types of interview? (7)

OR

- c) Briefly explain the different types of interview? Enumerate the guidelines to be followed by the interviewer & interviewee for effective selection process. (15)

Q. 4) Answer the following.

- a) Define induction? What are the different types of induction. (8)
- b) Elaborate in detail stages of orientation and onboarding process. (7)

OR

- c) What are the Current trends of Recruitment selection strategies in various sectors. (15)

Q5) Discuss Negotiation skills? Briefly Explain tips for successful negotiation along with Effective negotiation skills. (15 Marks)

OR

Q. 5) Short Notes. (Any three)

(15 Marks)

1. Exit interview.
2. Presentation.
3. Etiquettes
4. Bio-data v/s CV
5. Aesthetic skills.

ALL THE BEST
