

**Note: All questions are compulsory**

**Q.1.a Fill in the Blanks: (Any 8)**

**(8)**

1. \_\_\_\_\_ is the process of searching for prospective employees and stimulating them to apply for jobs.  
a. recruitment b. selection c. training d. people
2. \_\_\_\_\_ can be defined as process of choosing the right person for the right job.  
a. selection b. training c. performance d. benefits
3. \_\_\_\_\_ is the application form to be filled by the candidate when he goes for recruitment process in the organization.  
a. application blank b. document c. bank form d. attachment
4. \_\_\_\_\_ test is a test which judges the emotional ability and will help to judge work in group.  
a. personality b. emotional c. stress d. spatial
5. Promotion is an \_\_\_\_\_ source of recruitment  
a. internal b. external c. trial d. non available
6. The applicants \_\_\_\_\_ should be brief and well drafted  
a. cover letter b. draft c. resume d. document
7. In \_\_\_\_\_ interview several job candidates are interviewed at once.  
a. group b. exit c. stress d. anticipatory
8. \_\_\_\_\_ system also influences effective selection.  
a. quota b. mental ability c. intelligence d. emotional
9. \_\_\_\_\_ means course of life.  
a. CV b. TV c. RV d. QV
10. \_\_\_\_\_ are real life stimulated situations.  
a. case-based b. theory c. practical d. socialization

**Q.1.b. True or False (Any 7)**

**(7)**

1. Campus selection is an external source of recruitment.
2. A checklist is similar to a questionnaire.
3. The term job enrichment was first coined by Herzberg.
4. Behavioral factors are also called as human factors.
5. There is a pre and post screening in election
6. Depth interview is a semi structured interview.
7. Induction is also called as orientation
8. Growth of Tourism in India is an example of Abstract topic.
9. Bio data means Biographical data.
10. 'Be Punctual at office' is an example of Corporate Etiquette.

**VCD \_\_\_\_\_ SYBMS SEMESTER III RECRUITMENT & SELECTION 2.5 HRS 75 MKS**

- Q.2.a. Explain the objectives of recruitment. (8)  
b. Explain in brief the concept of outsourcing with examples. (7)

**OR**

- c. Explain the sources of recruitment. (8)  
d. Explain the methods of job analysis (7)  
Q.3.a. Explain the selection process in detail. (8)  
b. What do you mean by screening? Support the answer with examples. (7)

**OR**

- c. Explain the different types of interviews. (8)  
d. What are the hurdles in selection process and ways to overcome them. (7)

- Q.4. a Explain the process of Induction in detail. (8)  
b. What is Employee Socialization? (7)

**OR**

- c. What are the current trends in Recruitment and Selection strategies with reference to service industry? (15)

- Q.5. a. What are the requisites in writing effective CV? (8)  
b. Explain the concept of social and soft skills with reference to corporate examples. (7)

**OR**

- Q.5. Short Notes: ( Any 3) (15)

- a. Job Design  
b. Business Etiquette  
c. Anticipatory Socialization  
d. Listening skills  
e/ Social Recruiting

