

Note: All questions are compulsory.
All questions carry equal marks.

Q. 1 Solve any two out of three (7.5 marks each) 15 marks

- a. Explain the term Recruitment with its scope.
- b. Explain various techniques and benefits of Job design
- c. Explain traditional and modern techniques of recruitment

Q. 2 Solve any two out of three (7.5 marks each) 15 marks

- a. Explain the process of selection
- b. What is pre and post screening in selection process
- c. Explain effecting interviewing techniques

Q. 3 Solve any two out of three (7.5 marks each) 15 marks

- a. Explain which information is passed to the new employee at the time of induction.
- b. Explain orientation program with its stages
- c. What is employee socialization explain with any one example

Q. 4 Solve any two out of three (7.5 marks each) 15 marks

- a. What is 'Group discussion'?
- b. What should be the structure and preparation of the presentation?
- c. Explain NEGOTIATION SKILLS

Q. 5 Case study

15 marks

Mr. Mahesh Mukadam a resident of Mumbai, has completed his Economics Hons. from a reputed institute. He is very ambitious and therefore is looking for better opportunity. On returning back home he receives an email from an MNC in which he had applied earlier. The email states that he has to appear for a written test and interview at 11.30am the very next day. Mr. Mahesh Mukadam has to go to Nashik for appearing for the interview. This is a very rare opportunity for getting an excellent job in a reputed company. Mr. Mahesh Mukadam studied the matter patiently and took a firm decision to reach Nashik and attend the interview.

1. As an interviewer suggest the different kinds of selection tests that can be used. (7.5 marks)
2. What preparations should Mr. Mahesh Mukadam make before appearing for the interview to ensure his selection? (7.5 marks)