

Human Resource Management

1. The basic managerial skill(s) is (are)

- A. To supervise
- B. To motivate
- C. To stimulate
- D. All of these

View answer

Correct answer: (D)

All of these

2. The actual achievements compared with the objectives of the job is

- A. Job Performance
- B. Job evaluation
- C. Job description
- D. None of these

View answer

Correct answer: (A)

Job Performance

3. HR Planning involves four distinct phases ONE of these stages is

- A. business scanning
- B. Forecasting human resource records
- C. Organisation development
- D. planning

View answer

Correct answer: (B)

Forecasting human resource records

4. Strategic Human Resource management is

- A. proactive
- B. reactive
- C. both
- D. None of these

View answer

Correct answer: (C)

both

5. Job evaluation is based on the:

- A. Complexity of the job to perform
- B. Conceptual skill required by the job
- C. Relative job worth for an organization
- D. Physical skills required by the job

View answer

Correct answer: (A)

Complexity of the job to perform

6. _____ is a performance measure of both efficiency and effectiveness.

- A. Organisational behaviour
- B. Organisational citizenship
- C. Employee productivity
- D. None of these

View answer

Correct answer: (C)

Employee productivity

7. Which performance appraisal methods consumes a lot of time?

- A. Essay method
- B. Rating Scales
- C. Critical incident
- D. Tests And Observation

View answer

Correct answer: (A)

Essay method

8. Which of the following is a benefit of employee training?

- A. Improves morale
- B. Helps people identify with organisational goals
- C. Provides a good climate for learning, growth and co - ordination
- D. None of these

View answer

Correct answer: (B)

Helps people identify with organisational goals

9. Which of the following is a method used in group or organisational training needs assessment?

- A. Consideration of current and projected changes
- B. Rating scales
- C. Interviews
- D. Questionnaires

View answer

Correct answer: (D)

Questionnaires

10. Which of these is a hindrance to effective training?

- A. Career planning workshop
- B. Aggregate spending on training is inadequate
- C. Mentoring
- D. Career counselling

View answer

Correct answer: (B)

Aggregate spending on training is inadequate

11. Which of the forecasting technique is the fastest?

- A. Work study technique
- B. Flow models
- C. Ratio trend analysis
- D. HR demand Forecast

View answer

Correct answer: (C)

Ratio trend analysis

12. When appraisals are made by superiors, peers, subordinates and clients then it is called _____.

- A. 360 degree feedback
- B. 180 degree feedback
- C. Self - appraisal
- D. All of these

View answer

Correct answer: (A)

360 degree feedback

13. The human resource Management helps to improve the _____

- A. Production
- B. Productivity
- C. power
- D. Produce

View answer

Correct answer: (B)

Productivity

14. The solution to many so-called 'people problems' is often associated with improving the effectiveness of the recruitment process by:

- A. Having a robust HR department to carry out the process
- B. Outsourcing the HR department
- C. Careful selection of the right people for the job
- D. Devolving to line managers

View answer

Correct answer: (A)

Having a robust HR department to carry out the process

15. Human Resource Information system

- A. Integrates core process into streamline systems
- B. Collaborates core process into streamline systems
- C. Plans core process into streamline systems
- D. All of these

View answer

Correct answer: (D)

All of these

16. e-HRM stands for

- A. Electronic
- B. Economic
- C. Equal
- D. None of these

View answer

Correct answer: (A)

Electronic

17. One of the most popular methods of increasing employee responsibility and control is _____.

- A. Outsourcing
- B. "Military model" of management
- C. Work teams
- D. Manpower planning

View answer

Correct answer: (C)

Work teams

18. What are the main aims of Employee Assistance Programmes?

- A. To alter the organizational culture.
- B. To address team and individual performance and well-being in the workplace.
- C. To focus the attention of employees to the power structures of an organization.
- D. To establish effective methods of care and support for everyone in an organization.

View answer

Correct answer: (D)

To establish effective methods of care and support for everyone in an organization.

19. The focuses of psychological appraisals are on _____ .

- A. Future potential
- B. Actual performance
- C. Past performance
- D. None of these

View answer

Correct answer: (A)

Future potential

20. Which of these is the benefit of needs assessment?

- A. Assessment makes training department more accountable
- B. Higher training costs
- C. Loss of business
- D. Increased overtime working

View answer

Correct answer: (A)

Assessment makes training department more accountable

21. What techniques are used while analysing the internal supply?

- A. Inflows and outflows
- B. Turnover rate
- C. Conditions of work and absenteeism
- D. All of the these

View answer

Correct answer: (D)

All of the these

22. Which of these is one of the seven criteria for assessing performance?

- A. Community service
- B. Interpersonal contact
- C. Need for supervision
- D. All of these

View answer

Correct answer: (D)

All of these

23. Recruitment and selection must be effective to ensure it:

- A. Offsets high labour turnover
- B. Delivers the highest calibre of individuals at optimum most
- C. To have a surplus in case of sickness and absence
- D. Encourages new blood into the organization

View answer

Correct answer: (B)

Delivers the highest calibre of individuals at optimum most

24. Performance appraisals are designed to motivate workers by providing them with feedback, recognition, and what?

- A. Better work facilities
- B. Equal opportunities
- C. Greater work autonomy
- D. Praise

View answer

Correct answer: (D)

Praise

25. What do you understand "S" in the defining SMART Goals

- A. Solution
- B. specific
- C. standard
- D. soft

View answer

Correct answer: (B)

specific

26. Training increases the employees

- A. market value
- B. earning power
- C. job security
- D. All of these

View answer

Correct answer: (B)

earning power

27. Full form of HRD is

- A. Human Resource Development
- B. Human Resource Department
- C. Human Resource Division
- D. None of these

View answer

Correct answer: (A)

Human Resource Development

28. Which of the following is a need that motivates human behaviour as per the achievement motivation theory?

- A. Power
- B. Affiliation
- C. Achievement
- D. All of these

View answer

Correct answer: (D)

All of these

29. _____ refers to the learning opportunities designed to help employees grow.

- A. Training
- B. Development
- C. Education
- D. All of these

View answer

Correct answer: (D)

All of these

30. Which of these is an off - the - job training method?

- A. Television
- B. Job rotation
- C. Orientation training
- D. Coaching

View answer

Correct answer: (C)

Orientation training

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31. The _____ refers incentives to variable pay.

- A. National Tribunal
- B. International Labour office
- C. Labour Court
- D. None of the above

View answer

Correct answer: (D)

None of the above

32. Which of the following is a barrier while doing human resource planning?

- A. HR information often is incompatible with the information used in strategy formulation
- B. Implementing human resource information system
- C. Managing inventories

D. Supply forecast

View answer

Correct answer: (A)

HR information often is incompatible with the information used in strategy formulation

33. The following is (are) concerned with developing a pool of candidates in line with the human resources plan

- A. Development
- B. Training
- C. Recruitment
- D. All of these

View answer

Correct answer: (C)

Recruitment

34. Competencies are the

- A. Knowledge
- B. Skills
- C. Behaviour
- D. All of these

View answer

Correct answer: (D)

All of these

35. The voluntary and involuntary permanent withdrawal from an organisation is called _____.

- A. Turnover
- B. Behaviour
- C. Misbehaviour
- D. None of these

View answer

Correct answer: (A)

Turnover

36. How does training and development offer competitive advantage to an organisation?

- A. Removing performance deficiencies
- B. Individuals have the aptitude and motivation to learn
- C. Deficiency is caused by a lack of ability
- D. None of these

View answer

Correct answer: (A)

Removing performance deficiencies

37. _____ seeks to examine the goals of the organisation and the trends that are likely to affect these goals.

- A. Organisational Support
- B. Organisational analysis
- C. Person analysis
- D. Key skill abilities analysis

View answer

Correct answer: (D)

Key skill abilities analysis

38. Which of the below given options is a pre - requisite for an effective incentive system?

- A. Increased need for planning
- B. Co-operation of workers
- C. Management's commitment to the cost and time necessary to administer incentive schemes
- D. All of the these

View answer

Correct answer: (D)

All of the these

39. What are the pre - requisites for successful human resource planning?

- A. Backing of top management
- B. Personal records must be complete
- C. Techniques of planning should be the best
- D. All of these

View answer

Correct answer: (D)

All of these

40. Performance development plan is set for the employee by his immediate boss.

- A. Employer
- B. Department Head
- C. Immediate boss
- D. None of these

View answer

Correct answer: (C)

Immediate boss

41. _____ is a formal & detailed study of jobs

- A. Job enrichment
- B. Job evaluation
- C. Job classification
- D. Job analysis

View answer

Correct answer: (B)

Job evaluation

42. The process of gathering information about job _____

- A. Job Analysis
- B. Job Description
- C. Job Simplification
- D. Job Enrichment

View answer

Correct answer: (A)

Job Analysis

43. _____ Act prohibits the employment of child below 14 years of age

- A. Child labour
- B. Contract labour
- C. Bonded labour
- D. Wages contract

View answer

Correct answer: (A)

Child labour

44. Grievances affect the employees _____.

- A. Promotion
- B. Training.
- C. Wages.
- D. Morale

View answer

Correct answer: (D)

Morale.

45. The promotion criteria is always based on _____

- A. Merit
- B. Merit and seniority
- C. Seniority
- D. Recommendations

View answer

Correct answer: (D)

Recommendations

46. The process of providing the trainees the information about their performance

- A. Feedback
- B. Observation
- C. Suggestion
- D. Research

View answer

Correct answer: (A)

Feedback

47. Forces affecting organisational behaviour are

- A. People
- B. Environment
- C. Technology
- D. All of the above

View answer

Correct answer: (D)

All of the above

48. Too great a reliance on internal recruitment can result in _____.

- A. Reduced job performance

- B. Higher labour turnover
- C. Internal conflict
- D. Poor group dynamics

View answer

Correct answer: (A)

Reduced job performance

49. A portrayal of replacing the employees is

- A. Job chart
- B. Replacement chart
- C. Workers chart
- D. Employees chart

View answer

Correct answer: (B)

Replacement chart

50. HRM is _____ in nature

- A. Pervasive
- B. Evasive
- C. Decisive
- D. Inclusive

View answer

Correct answer: (A)

Pervasive

51. The effect of _____ on the emergence of aggressive behavior patterns is as yet unproven.

- A. Environmental factors
- B. Genetics.
- C. Ethological Factors
- D. Hormones

View answer

Correct answer: (C)

Ethological Factors

52. In depth description of a particular situation _____

- A. Group Discussion

- B. Personal Interview
- C. Case
- D. Survey

View answer

Correct answer: (C)

Case

53. The test which compare employee performance with job requirements _____

- A. Selection test
- B. Preference test
- C. Achievement test
- D. Simulation

View answer

Correct answer: (B)

Preference test

54. The role in which a manager lead his subordinates and motivating them for willing cooperation is called as _____.

- A. Monitoring role.
- B. Disseminator role.
- C. Entrepreneur role.
- D. Leader role.

View answer

Correct answer: (D)

Leader role.

55. Which is the scientific method in accumulating knowledge about mans social behavior?

- A. Anthropology.
- B. Social work.
- C. Sociology.
- D. Psychology.

View answer

Correct answer: (C)

Sociology.

56. Job enlargement expands _____

- A. Upward
- B. Downward
- C. Horizontally
- D. Vertically

View answer

Correct answer: (C)

Horizontally

57. Job analysis is a formal and detailed study of _____.

- A. Salary
- B. Raw materials
- C. Machines
- D. Jobs

View answer

Correct answer: (D)

Jobs

58. Job description is helpful in _____ grading and classification.

- A. Salary
- B. Position
- C. Job
- D. People

View answer

Correct answer: (C)

Job

59. _____ interview is conducted by a group of interviewers.

- A. Non directional
- B. Structured
- C. Panel
- D. Stress

View answer

Correct answer: (C)

Panel

60. Many colleges and universities have arranged for students to work part-time in a special training program as part of their education. This training is called _____

- A. College trainee experience
- B. Educational credits program
- C. Coordinated education
- D. An internship

View answer

Correct answer: (D)

An internship

61. Which test is conducted to measure the likes, dislikes & habits?

- A. Vocational test.
- B. Temperament test.
- C. Skills test.
- D. Interest test.

View answer

Correct answer: (C)

Skills test.

62. Which of the following helps the employee to improve their efficiency?

- A. Development
- B. Training.
- C. Promotion.
- D. Transfer.

View answer

Correct answer: (B)

Training.

63. Good employer employee relations are the backbone of all _____

- A. Personal activities
- B. Human activities.
- C. Personnel activities
- D. Personnel policies.

View answer

Correct answer: (C)

Personnel activities

64. Identify the personnel management functions from the following _____.

- A. Advertisement.

- B. Quality control.
- C. Capital budgeting.
- D. Compensation.

View answer

Correct answer: (D)

Compensation.

65. The way of action which are accepted as legitimate by group members is called _____

- A. Values
- B. Norms
- C. Conformity.
- D. Decision

View answer

Correct answer: (B)

Norms

66. Group established by the organisation to do its work and usually identifiable on an organisation chart _____.

- A. Task Group
- B. Primary Group
- C. Formal group.
- D. Informal Group.

View answer

Correct answer: (C)

Formal group.

67. Dispute between employees at different levels in an organization is known as _____

- A. Horizontal conflict
- B. over all conflict.
- C. Vertical conflict
- D. Organizational conflict.

View answer

Correct answer: (C)

Vertical conflict

68. The process of efficiently achieving the objectives of the organisation with and through people

- A. Management
- B. Administration
- C. Decision Making
- D. Controlling

View answer

Correct answer: (A)

Management

69. The objective of salary administration is to offer _____.

- A. More wages
- B. . Lesser wages
- C. Poor wages
- D. Fair wages

View answer

Correct answer: (D)

Fair wages

70. Breaking down of job into smaller parts covering few operations _____

- A. Job Enlargement
- B. Job Cycle
- C. Job Empowerment
- D. Job Simplification

View answer

Correct answer: (D)

Job Simplification

71. WAB's Refers to _____

- A. Weighted allotment blanks
- B. Weighted application blanks
- C. Weighted average blanks
- D. Weighted assimilation blanks

View answer

Correct answer: (B)

Weighted application blanks

72. In the time organization, the authority flow and from _____.

- A. top to bottom.
- B. bottom to top
- C. left to right
- D. right to left.

View answer

Correct answer: (D)

right to left.

73. Halo Effect is related with _____.

- A. performance appraisal.
- B. wage & salary administration
- C. selection.
- D. transfer

View answer

Correct answer: (C)

selection.

74. Whatever an individual does, there is always some amount of _____ on him

- A. satisfaction.
- B. stress.
- C. profit
- D. benefit

View answer

Correct answer: (B)

stress.

75. Adding more responsibilities, autonomy and control of a job _____

- A. Job enrichment
- B. Jod design
- C. Job requirement
- D. Job analysis

View answer

Correct answer: (A)

Job enrichment

76. Movement of an employee from a low level to the higher level is _____

- A. Transfer
- B. Promotion
- C. Rotation
- D. Shifting

View answer

Correct answer: (B)

Promotion

77. A kind of future oriented training _____

- A. Employee training
- B. Employee development
- C. Employability
- D. Employee potential

View answer

Correct answer: (B)

Employee development

78. Picking up suitable candidates by rejecting the unsuitable _____

- A. Recruitment
- B. Training
- C. Selection
- D. Development

View answer

Correct answer: (C)

Selection

79. Violation of established rules _____

- A. Misconduct
- B. Dismissal
- C. Memo
- D. Bad behaviour

View answer

Correct answer: (A)

Misconduct

80. _____ is a worker oriented job analysis.

- A. Functional Job analysis

- B. Job description
- C. Job analysis
- D. Job seeking

View answer

Correct answer: (A)

Functional Job analysis

81. Manager represents his organization or unit while interacting with outsiders is called as _____.

- A. Disseminator role.
- B. Spokes person
- C. Resource allocator.
- D. Entrepreneur role

View answer

Correct answer: (B)

Spokes person

82. A test interprets problems or situations for employees is _____

- A. Projective tests
- B. Interest tests
- C. Preference tests
- D. Simulation tests

View answer

Correct answer: (A)

Projective tests

83. Oral examination of candidates for employment is _____

- A. Placement
- B. Screening
- C. Interview
- D. Selection

View answer

Correct answer: (C)

Interview

84. HR plans should be _____ with the corporate plans of the enterprise.

- A. Balanced

- B. Not related
- C. Mixed
- D. Not balanced

View answer

Correct answer: (A)

Balanced

85. _____ interview is a type of interview which is pre planned and is held in a formal atmosphere.

- A. Informal
- B. Patterned
- C. Formal
- D. Structured

View answer

Correct answer: (B)

Patterned

86. _____ method of job evaluation is otherwise called classification method

- A. Silent
- B. College
- C. Grading
- D. Home

View answer

Correct answer: (C)

Grading

87. When the organization gives option to its employees to retire even before superannuation it is called _____.

- A. Forced retirement.
- B. Compulsory retirements.
- C. Voluntary retirement.
- D. Premature retirement.

View answer

Correct answer: (A)

Forced retirement.

88. What helps for the exchange of ideas, facts, opinions or emotions between two or more persons?

- A. Communication
- B. Written communication.
- C. Upward communication
- D. Downward communication.

View answer

Correct answer: (A)

Communication

89. Businessmen could get an opportunity to earn huge profits as the cost of _____.

- A. Employee.
- B. Employee & employer.
- C. employer
- D. Superior.

View answer

Correct answer: (A)

Employee.

90. It is intended to reveal what is actually done opposed to what should be done.what is this?

- A. Job Specification.
- B. Job Evaluation.
- C. Job Description.
- D. Job Analysis.

View answer

Correct answer: (C)

Job Description.

91. Performance appraisal refers to _____ of an employee

- A. training.
- B. placement.
- C. assessment.
- D. induction.

View answer

Correct answer: (C)

assessment.

92. A group of persons in an organization for making or recommending certain decisions is _____ termed as _____.

- A. Committee.
- B. Formal Group.
- C. Task Group
- D. Performing Group

View answer

Correct answer: (A)

Committee.

93. When expectation about a persons role in the group contradict one another, it becomes?

- A. Down Ward Conflict
- B. Up Ward Conflict
- C. Role Conflict
- D. Role Ambiquity

View answer

Correct answer: (C)

Role Conflict

94. A group created by management to accomplish certain organizational goal is called as _____.

- A. Performance group.
- B. Task group.
- C. Prime group.
- D. In group.

View answer

Correct answer: (B)

Task group.

95. The ratio of an organisation's outputs to inputs

- A. Productivity
- B. Re engineering
- C. Achievement
- D. In tegration

View answer

Correct answer: (A)

Productivity

96. Human Resource Planning is _____ Looking function

- A. Forward
- B. Backward
- C. Simple
- D. Cross

View answer

Correct answer: (A)

Forward

97. A lateral movement within the same grade from one job to another

- A. Promotion
- B. Transfer
- C. Recruitment
- D. Retrenchment

View answer

Correct answer: (B)

Transfer

98. Employees can be appraisal against _____.

- A. Relative standards
- B. Objective
- C. Absolute standards
- D. Group

View answer

Correct answer: (A)

Relative standards

99. Traditional and direct method of instruction _____

- A. Programme
- B. Demonstration
- C. Lecture
- D. Role playing

View answer

Correct answer: (C)

Lecture

100. _____ is the tendency of highly cohesive groups to value consensus at the price of decision quality:

- A. Group think
- B. Group process
- C. Group norm
- D. Group development

View answer

Correct answer: (A)

Group think

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101. It refers to an employee general attitude towards his job _____

- A. job specification
- B. communication.
- C. motivation.
- D. . job specification

View answer

Correct answer: (A)

job specification

102. Position Analysis Questionnaire is

- A. Quantitative Approach
- B. Qualitative Approach
- C. Economic Approach
- D. Managerial Approach

View answer

Correct answer: (A)

Quantitative Approach

103. What are the types of industrial action a union is most likely to engage in?

- A. unofficial action
- B. strike action
- C. action short of a strike
- D. absence.

View answer

Correct answer: (C)
action short of a strike

104. Informing vacancies of employees internally _____

- A. Advertising
- B. Internal Advertising
- C. External Advertising
- D. Modelling

View answer

Correct answer: (B)
Internal Advertising

5. Temporary closure of a unit _____

- A. Strike
- B. Lockout
- C. Layoff
- D. Closure

View answer

Correct answer: (B)
Lockout

106. An activity carried out for a specific purpose _____

- A. Duty
- B. Job
- C. Task
- D. Code

View answer

Correct answer: (C)
Task

107. The physical environment of a job is _____

- A. Working condition
- B. Economic condition
- C. Social condition
- D. Political condition

View answer

Correct answer: (A)
Working condition

108. Division of work to take the advantage of _____.

- A. Discipline.
- B. Specialization.
- C. Aptitude.
- D. Productivity.

View answer

Correct answer: (B)
Specialization.

109. Motivational devices used to encourage special workers _____

- A. Compensation
- B. Wages
- C. Salaries
- D. Incentives

View answer

Correct answer: (D)
Incentives

110. Discharge may or may not be punishment but dismissal certainly means _____.

- A. Promotion.
- B. Punishment.
- C. Demotion.
- D. Transfer.

View answer

Correct answer: (B)
Punishment.

111. Frequency of _____ can be reduced by training the people.

- A. Production
- B. Damage
- C. Accidents
- D. Sickness

View answer

Correct answer: (A)

Production

112. Which test is conducted to develop the skills & abilities of the candidate?

- A. Aptitude test.
- B. Intelligence test.
- C. Trade test.
- D. Personality test.

View answer

Correct answer: (C)

Trade test.

113. Sources of recruitment & methods, procedures, techniques for _____

- A. Selection.
- B. Promotion.
- C. Transfer.
- D. Training.

View answer

Correct answer: (A)

Selection.

114. This should cover responsibility for the maintenance of children during the entire period of contingency _____.

- A. Medical benefit.
- B. Family benefit.
- C. Old age benefit.
- D. Survivors benefit.

View answer

Correct answer: (B)

Family benefit.

115. A _____ takes place when an employee moves to a position higher than the one formerly occupied.

- A. transfer
- B. demotion.
- C. punishment.
- D. promotion

View answer

Correct answer: (D)

promotion

116. The anxiety a person experiences when two sets of knowledge are contradictory or incongruent lead to _____.

- A. Cognitive Dissonance
- B. Negative Attitude.
- C. Stress.
- D. Perception disorder.

View answer

Correct answer: (A)

Cognitive Dissonance

117. Failure to report work is called _____.

- A. Lack of commitment.
- B. Absenteeism.
- C. Burnout
- D. Immoral Activity.

View answer

Correct answer: (B)

Absenteeism.

118. A person who is responsible for managing the change effort in the organisation is called _____.

- A. Manager.
- B. entrepreneur.
- C. Change agent
- D. Leader.

View answer

Correct answer: (C)

Change agent

119. Rotation is otherwise called as _____.

- A. replacement transfer
- B. shift transfer
- C. versatility transfer
- D. remedial transfer

View answer

Correct answer: (C)

versatility transfer

120. Movement of an employee from one job to another

- A. Job Enlargement
- B. Retrenchment
- C. Job Rotation
- D. Job Design

View answer

Correct answer: (C)

Job Rotation

121. Non-financial motivator is _____.

- A. Bonus
- B. Job security
- C. Medical reimbursement
- D. Leave with pay

View answer

Correct answer: (A)

Bonus

122. Method of copying someone else's behaviour _____

- A. Education
- B. Training
- C. Mentoring
- D. Modelling

View answer

Correct answer: (D)

Modelling

123. _____ are the rules of pattern and behaviour that are expected from all team members.

- A. Norms.
- B. Policies.
- C. Procedures.
- D. Role

View answer

Correct answer: (A)

Norms.

124. Set of proposals and actions for managers dealing with the employees _____

- A. Personnel Policies
- B. Personnel Procedure
- C. Personnel duties
- D. Personnel roles

View answer

Correct answer: (A)

Personnel Policies

125. Apart from pay what is the second most common reason for an employee to join a trade union?

- A. group solidarity
- B. friendship groups
- C. political reasons
- D. wide range of personal benefits.

View answer

Correct answer: (D)

wide range of personal benefits.

126. Employees hired for limited time to a specific job _____

- A. Permanent employees
- B. Temporary employees
- C. Contract employees
- D. Employee hiring

View answer

Correct answer: (B)

Temporary employees

127. A written statement of what the job holder does _____

- A. Job description
- B. Job cycle
- C. Job seeking
- D. Job sharing

View answer

Correct answer: (A)

Job description

128. psyche means _____.

- A. Biology.
- B. Spirit.
- C. Behaviour.
- D. Attitude.

View answer

Correct answer: (B)

Spirit.

129. Flexitime work system is a _____ system.

- A. Operational
- B. Logical
- C. Functional
- D. Scheduling

View answer

Correct answer: (D)

Scheduling

130. Job analysis is the outcome of Job description and _____.

- A. Job design
- B. Job specification
- C. Job evaluation
- D. Job content

View answer

Correct answer: (B)

Job specification

131. A human relation seeks to emphasis employee aspects of work rather than _____

- A. Technical aspects
- B. Economic aspects.
- C. Technical or economic aspects.
- D. workers aspects.

View answer

Correct answer: (C)

Technical or economic aspects.

132. _____ training seeks to adjust newly appointed employees to the work environment.

- A. Production
- B. Induction
- C. Safety
- D. Refresher

View answer

Correct answer: (B)

Induction

133. Employees general attitude is referred to as _____.

- A. Job satisfaction
- B. Job analysis
- C. Job description.
- D. Job evaluation.

View answer

Correct answer: (A)

Job satisfaction

134. Education brought the changes in the attitude of labour towards their _____.

- A. Work.
- B. Interest.
- C. Labour.
- D. Job.

View answer

Correct answer: (A)

Work.

135. Job _____ is a statement of the minimum acceptable human qualities necessary to perform a job satisfactorily.

- A. Evaluation.
- B. Specification.
- C. Description.

D. Analysis.

View answer

Correct answer: (B)

Specification.

136. An organization may choose to do all of the following to motivate a plateaued worker, except _____

- A. Lateral moves
- B. Promotion
- C. Temporary assignments
- D. Committee assignments

View answer

Correct answer: (B)

Promotion

137. The process by which older members of a society transmit to younger members the social skills is termed as _____.

- A. Literature.
- B. Norms
- C. Values.
- D. Socialization.

View answer

Correct answer: (D)

Socialization.

138. The process of identifying human resource needs and formulating plans to meet these needs

- A. HR Planning
- B. Man power planning
- C. IT Planning
- D. Production planning

View answer

Correct answer: (A)

HR Planning

139. Job satisfaction is high when there is _____

- A. Low morale

- B. High wage.
- C. Low wage
- D. High Morale.

View answer

Correct answer: (D)

High Morale.

140. PAQ stands for _____

- A. Position Alteration Quotient
- B. Position Analysis Questionnaire
- C. Position activity question
- D. Program analytical questionnaire

View answer

Correct answer: (B)

Position Analysis Questionnaire

141. Activities that prepare employee for future responsibility _____

- A. Inducement
- B. Development
- C. Education
- D. Motivation

View answer

Correct answer: (B)

Development

142. It is the tendency of a superior to rate people lower than their performance _____

- A. Horns Effect.
- B. Central tendency
- C. Halo effect
- D. static.

View answer

Correct answer: (C)

Halo effect

143. What did the whitely councils establish?

- A. Tripartite employee relations

- B. Collective bargaining framework
- C. Trade union
- D. Employer associations.

View answer

Correct answer: (A)

Tripartite employee relations

144. Audit done by employees within is

- A. External
- B. Internal
- C. Inter branch
- D. Inter units

View answer

Correct answer: (B)

Internal

145. Prohibiting an employee from attending work _____

- A. Suspension
- B. Dismissal
- C. Exit
- D. Retrenchment

View answer

Correct answer: (A)

Suspension

146. Under which role the manager does perform activities which are of ceremonial and symbolic nature _____.

- A. Liason role.
- B. Leaders role.
- C. Figure head role
- D. spokes person role.

View answer

Correct answer: (C)

Figure head role

147. A test which measures employees honesty _____

- A. Simulator tests

- B. Integrity tests
- C. Polygraph tests
- D. Graph tests

View answer

Correct answer: (B)

Integrity tests

148. _____ is a discontent or dissatisfaction.

- A. Punishment
- B. Grievance
- C. Discipline
- D. Suspension

View answer

Correct answer: (B)

Grievance

149. Job specification is otherwise called as _____ specification.

- A. Position
- B. Role
- C. Content
- D. Physical

View answer

Correct answer: (A)

Position

150. Recruitment is one of the HR _____ function.

- A. Acquisition
- B. Development
- C. Maintenance
- D. Compensation

View answer

Correct answer: (A)

Acquisition

151. deals with the contents & characteristics of each job?

- A. job analysis
- B. Job rating.

- C. Job evaluation.
- D. Job description.

View answer

Correct answer: (A)

job analysis

152. Problems of unemployment & wage fixation had their direct link with the

- A. population
- B. Value of labour
- C. Attitude of management.
- D. Co-ordination.

View answer

Correct answer: (A)

population

153. The downward movement of employee in organizational hierarchy with lower pay status responsibilities means _____.

- A. Demotion.
- B. Job change
- C. Promotion.
- D. Transfer

View answer

Correct answer: (A)

Demotion.

154. A group which is established by its members is called _____

- A. social group.
- B. reference group.
- C. performing group.
- D. Informal group.

View answer

Correct answer: (D)

Informal group.

155. Authority being conferred based on technical knowledge or skill of _____.

- A. Technical Power
- B. Competence authority.

- C. Machiavellianism
- D. Power Distribution.

View answer

Correct answer: (B)

Competence authority.

156. A situation that occurs when it is unclear or uncertain what behaviour is expected of role occupants _____.

- A. Role conflict
- B. Role ambiguity.
- C. Role analysis
- D. Role overload.

View answer

Correct answer: (B)

Role ambiguity.

157. Psychology oriented factor of production is _____.

- A. Land.
- B. Finance.
- C. Machine
- D. labour.

View answer

Correct answer: (D)

labour.

158. Direct compensation towards the contribution of labour is _____.

- A. Money
- B. pay
- C. reward
- D. wagers

View answer

Correct answer: (A)

Money

159. Collective bargaining is an action of _____.

- A. An individual
- B. Manager

- C. State
- D. Group

View answer

Correct answer: (D)

Group

160. Training received directly on the job _____

- A. Job Instruction training
- B. Job Intimation
- C. Job Application
- D. Job Intelligence training

View answer

Correct answer: (A)

Job Instruction training

161. Systematic method of determining value / worth of a job

- A. Job description
- B. Job design
- C. Job evaluation
- D. Job simplification

View answer

Correct answer: (C)

Job evaluation

162. More difficult jobs are paid more are ensured by

- A. Internal equity
- B. External equity
- C. Equity
- D. Factor

View answer

Correct answer: (A)

Internal equity

163. The skills available within the company _____

- A. Human Resource Inventory
- B. Human planning Inventory
- C. Manpower Inventory

D. Employee inventory

View answer

Correct answer: (A)

Human Resource Inventory

164. What was the traditional term used for HRP and the one often associated with personnel management?

- A. Gap analysis
- B. Human resource planning
- C. Employee planning
- D. Manpower planning.

View answer

Correct answer: (D)

Manpower planning.

165. Method of predicting organisation future demand for employees _____

- A. HR Forecast
- B. Labour Forecast
- C. Manpower Forecast
- D. Job Forecast

View answer

Correct answer: (A)

HR Forecast

166. A collection of several tasks in sequence _____

- A. Group
- B. Duty
- C. Position
- D. Sharing

View answer

Correct answer: (B)

Duty

167. The systems model of training contains three phases _____,

- A. Preparation
- B. Assessment.
- C. Introduction

D. Organizing

View answer

Correct answer: (B)

Assessment.

168. The test which measures individual potential to learn is _____

- A. Aptitude tests
- B. Attitude tests
- C. Personality tests
- D. Intelligence tests

View answer

Correct answer: (A)

Aptitude tests

169. Amount of remuneration received during a period is _____

- A. Wages
- B. Earnings
- C. Minimum wage
- D. Wage structure

View answer

Correct answer: (B)

Earnings

170. _____ implies jobs of a similar nature.

- A. Job family
- B. Job status
- C. Job enrichment
- D. Job design

View answer

Correct answer: (A)

Job family

171. Majority of the grievances in industries is related to the problem of _____.

- A. Wages
- B. Salaries
- C. Benefits
- D. All of the above

View answer

Correct answer: (D)

All of the above

172. Training helps to improve and give higher _____.

- A. Productivity
- B. Mobility
- C. Viability
- D. Vitality

View answer

Correct answer: (A)

Productivity

173. Voluntary retirement is also known as _____

- A. Silver hand shake
- B. Golden hand shake
- C. diamond hand shake
- D. Crystal hand shake

View answer

Correct answer: (C)

diamond hand shake

174. Industrial revolution played an important role in the development of _____

- A. Industries.
- B. Production.
- C. Sales.
- D. Finished goods.

View answer

Correct answer: (A)

Industries.

175. The modern term for personnel management is _____

- A. HRD.
- B. HRP.
- C. HRM.
- D. HSM.

View answer

Correct answer: (C)

HRM.

176. The degree of attachment of the members to their group is known as _____.

- A. Group cohesiveness
- B. Group conformity
- C. Group attachment
- D. Group loyalty.

View answer

Correct answer: (A)

Group cohesiveness

177. A statement containing the details of works to be performed & responsibilities involved is known as _____.

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

View answer

Correct answer: (A)

Job analysis

178. _____ Test is a mental ability test

- A. Intelligence
- B. Aptitude
- C. Personality
- D. Interest

View answer

Correct answer: (A)

Intelligence

179. The time required to complete every task in the job

- A. Job ratio
- B. Job design
- C. Job cycles
- D. Job phase

View answer

Correct answer: (C)

Job cycles

180. _____ is the ideal or target to achieve through higher productivity

- A. Fair wages
- B. Minimum wages
- C. Living wages
- D. Normal wages

View answer

Correct answer: (D)

Normal wages

181. Method of job evaluation which ranks the employees from highest to the lowest levels _____

- A. Ranking method
- B. Scoring method
- C. Analytical method
- D. Average method

View answer

Correct answer: (A)

Ranking method

182. The employment contract provides a set of rights, responsibilities and obligations that structure the behavior of whom?

- A. Both parties
- B. The employee.
- C. The employer
- D. Trade unions

View answer

Correct answer: (A)

Both parties

183. Method of publicising the job openings is _____

- A. Job scheduling
- B. Job hiring
- C. Job posting
- D. Staffing

View answer

Correct answer: (C)

Job posting

184. Enriching jobs create

- A. Halo effect
- B. Snowball effect
- C. negative effect
- D. positive effect

View answer

Correct answer: (B)

Snowball effect

185. timescale for performance appraisals are usual _____:

- A. One year.
- B. Biannually.
- C. 3 monthly.
- D. At irregular intervals.

View answer

Correct answer: (A)

One year.

186. _____ indicates type of people required.

- A. Training plan
- B. Recruitment plan
- C. Retention plan
- D. Deployment plan

View answer

Correct answer: (B)

Recruitment plan

187. _____ interview in which candidate is allowed to speak his mind freely.

- A. Non directed
- B. Structured
- C. Formal
- D. Depth

View answer

Correct answer: (A)

Non directed

188. Industrial relation include _____.

- A. Labour relation.
- B. Public relation.
- C. Customer relation.
- D. Labour, customer & public relation.

View answer

Correct answer: (B)

Public relation.

189. what creates an advancement with an organization?

- A. Demotion.
- B. Promotion.
- C. Transfer.
- D. Redemote.

View answer

Correct answer: (B)

Promotion.

190. Identify the retirement benefit form the following?

- A. Wages
- B. Bonus.
- C. Incentive.
- D. Gratuity

View answer

Correct answer: (D)

Gratuity

191. Personnel administration includes

- A. Employment
- B. Recruitment
- C. Interview & selection
- D. Induction
- E. All of these

View answer

Correct answer: (E)

All of these

192. _____ is the study of people as individuals and in groups of relationships between individual and groups

- A. Financial management
- B. Wages
- C. Manpower planning
- D. Industrial psychology
- E. None of these

View answer

Correct answer: (D)

Industrial psychology

193. Which one of the following does not include under the function of human resource management

- A. Planning
- B. Organizing
- C. Recruitment
- D. Profitability
- E. Cost

View answer

Correct answer: (D)

Profitability

194. Type of selection test consist of

- A. Personality test
- B. Interest test
- C. Aptitude test
- D. Mental ability test
- E. All of these

View answer

Correct answer: (E)

All of these

195. Training information system includes

- A. Annual Review of years training plans
- B. Monthly review of budget and plans

- C. Real time review of specific projects
- D. All of these
- E. None of these

View answer

Correct answer: (A)

Annual Review of years training plans

196. The origin of personnel management was an outcome of

- A. Welfare workers
- B. Legislation relating factory Reform
- C. The govt. notification
- D. The work of 19th century social reformers and employee

View answer

Correct answer: (A)

Welfare workers

197. _____ is prepared on the basis of job description

- A. Job specification
- B. Job description
- C. Both 'a' and 'b'
- D. None of these

View answer

Correct answer: (A)

Job specification

198. Experience, education, skills and knowledge are the main components of _____, which need to be specified

- A. Job specification
- B. Job analysis
- C. Job description
- D. None of these

View answer

Correct answer: (A)

Job specification

199. Total training cost include

- A. Participants on going salaries

- B. Overheads during training
- C. Cost of R & D in training needs analysis
- D. All of above

View answer

Correct answer: (D)

All of above

200. _____ are usually provided to reduce the no:of accidents

- A. Safety training
- B. Precaution training
- C. Training for improvement
- D. None of above

View answer

Correct answer: (A)

Safety training