

T.H.K Jain College

Semester-2

Human Resource Management

Multiple Choice Questions

1. HRM is a broader concept than-

- (a) Personnel Management**
- (b) Marketing Management
- (c) Financial Management
- (d) Business Management

Answer: (a)

2. The HRM process includes seven steps out of which recruitment, selection, placement and training constitutes-

- (a) Development
- (b) Staffing**
- (c) Human Resource Management
- (d) Employee Management.

Answer: (b)

3. How many steps are there in the human resource process?

- (a) 5
- (b) 6
- (c) 7**
- (d) 8

Answer: (c)

4. Under human resource management, administrative function is undertaken for-

- (a) Target achievement
- (b) Goal achievement**
- (c) Objective achievement
- (d) Administrative achievement

Answer: (b)

5. Under personnel management, decisions are taken by-

- (a) Collectively
- (b) Individually
- (c) Middle Level management
- (d) Top level management**

Answer: (d)



6. Under Human resource management , conflict handling is-

- (a) Temporary
- (b) Partial
- (c) Excellent
- (d) Permanent.**

Answer: (d)

7. The job categories and grades under human resource management are-

- (a) Many
- (b) Few**
- (c) Multiple
- (d) Limited.

Answer: (b)

8. Under human resource management, pay is related with –

- (a) Job evaluation
- (b) Performance**
- (c) Salary
- (d) Wages.

Answer:(b)

9. The process of collecting information and studying in detail the operations and responsibilities involved in a job is known as-

- (a) Job study
- (b) Job analysis**
- (c) Jib design
- (d) Job specification.

Answer: (b)

10. Human resource management includes-

- (a) Employees relation and services
- (b) Man power planning and recruitment
- (c) Training and development
- (d) All of these.**

Answer: (d)

11. ----- is the process of forecasting an organization's future demand for, and supply of, the right type of people in the right number.

- (a) Human resource planning**
- (b) Recruitments
- (c) Human resource management
- (d) Human resource capital.

Answer: (a)



12. Human resource planning helps to anticipate-

- (a) Skilled man power
- (b) Surplus man power**
- (c) Qualified man power
- (d) Intelligent man power.

Answer: (b)

13. New employees are recruited on the basis of their knowledge about the latest-

- (a) Technological developments**
- (b) Social developments
- (c) Political developments
- (d) Economic developments.

Answer: (a)

14. On the basis of the internal succession the employees are place on-

- (a) Lower positions
- (b) Middle positions
- (c) Higher positions**
- (d) All of these.

Answer: (c)

15. HRM is a-

- (a) Future oriented**
- (b) Present oriented
- (c) Past oriented
- (d) All of these.

Answer: (a)

16. Developing people on a continuous basis is required-

- (a) To meet the challenges of the job**
- (b) To meet the job requirements
- (c) To meet the demand of the employees
- (d) To develop the skill of the employees.

Answer: (a)

17. Human resource planning is centered on-

- (a) Planning of the organization
- (b) Resources of the organization
- (c) Compensation planning of the organization
- (d) People at work.**

Answer: (d)



18. Human resource planning is an integral part of such-

- (a) Strategic planning
- (b) Corporate planning**
- (c) Tactical planning
- (d) Operational planning.

Answer: (b)

19. Human resource planning increases-

- (a) Retirement opportunities
- (b) Opportunities for promotion
- (c) Opportunities for resource planning
- (d) Employment opportunities.**

Answer: (d)

20. Human resource planning is –

- (a) Mechanical process
- (b) Continuous process**
- (c) Onetime process
- (d) Technical process.

Answer: (b)

21. Recruitment ensures that-

- (a) Adequate training will be given to employees
- (b) Adequate quantities of qualified human resources will be available as and when needed**
- (c) Adequate remuneration will be given to new employees
- (d) Adequate numbers of qualified employees will be promoted.

Answer: (b)

22. Traditional concept of hiring employees

- (a) Treats all job vacancies equally**
- (b) Treats all job vacancies differently
- (c) Treats all job vacancies critically
- (d) Treats all job vacancies proportionately.

Answer: (a)

23. The recruitment policy of any organization must consider-

- (a) Reservation policy
- (b) The policy regarding the sons-of-soil
- (c) Serving weaker section of the community
- (d) All of these**

Answer: (d)

24. Transfer of employees from one department to other, promotions is called-

- (a) External sources of recruitment
- (b) Internal sources of recruitment**
- (c) Both (a) and (b)
- (d) Recommended sources of recruitment

Answer: (b)



25. Press advertisements, educational institutions, employment exchanges, outsourcing agencies etc. are known as the-
- (a) Internal sources of recruitment
 - (b) External sources of recruitment**
 - (c) Both (a) and (b)
 - (d) Recommended sources of recruitment
- Answer: (b)
26. These tests are conducted to find out the potential of learning the new job in the candidates if adequate training is provided. It refers to-
- (a) Aptitude test**
 - (b) Personality test
 - (c) Medical tests
 - (d) Intelligent test.
- Answer: (a)
27. This test is conducted to find out a candidate's interest that is like and dislikes in relation to work. This refers to-
- (a) Interest test**
 - (b) In Basket test
 - (c) Work sample test
 - (d) Aptitude test.
- Answer: (a)
28. This is employed by various companies as a pre-employment and pre-promotion assessment test. This refers to-
- (a) Aptitude test
 - (b) In Basket test**
 - (c) Group discussion
 - (d) Interest test.
- Answer: (b)
29. When a candidate applies for a job in higher position then his knowledge of the particular job is tested on the basis of this test. It refers to-
- (a) Situational test
 - (b) Job knowledge test**
 - (c) Work sample test
 - (d) Aptitude test.
- Answer: (b)
30. The candidates who pass the different tests, personal interview and references check are included in-
- (a) Selection test**
 - (b) Situation test
 - (c) Interest test
 - (d) Group discussion.
- Answer: (a)



31. This technique was developed by Ronald Lippitt and Kurt Lewin. They developed which method of-training-

- (a) Job rotation
- (b) Sensitivity training**
- (c) Committee assignments
- (d) Vestibule training

Answer: (a)

32. This approach was developed by Alex Faickney Osborn in 1953. It refers to which approach?

- (a) Case study
- (b) Step-by-step training
- (c) Internship training
- (d) Brain-storming**

Answer: (d)

33. T- group is generally a/an-

- (a) Unstructured group interaction**
- (b) Structured group interaction
- (c) Top management group
- (d) Middle management group.

Answer: (a)

34. Job instructions method of training is also known as-

- (a) Vestibule training
- (b) Coaching
- (c) Committee assignments
- (d) Step-by-step training**

Answer: (d)

35. Training gives totally ____ and knowledge to the employees of the organization-

- (a) New skills**
- (b) New idea
- (c) New thoughts
- (d) New creativity

Answer: (a)

36. A well planned training programme can improve organizational-

- (a) Relationships
- (b) Information systems
- (c) Communication**
- (d) Co-ordination

Answer: (c)

37. Training and development eases-

- (a) Industrial relations**
- (b) Industrial peace
- (c) Industrial discipline
- (d) Industrial harmony

Answer: (a)



38. Properly trained employees require-

- (a) More supervision
- (b) Less supervision**
- (c) Moderate supervision
- (d) All of these.

Answer: (b)

39. Which training method brings the employees to at least a minimum acceptable standard of performance in the shortest possible time?

- (a) Off-the-job training
- (b) On-the-job training**
- (c) About the job training
- (d) For the job training.

Answer: (b)

40. Under this method actual work conditions are simulated in a classroom. It refers to which method of training-

- (a) Conference
- (b) Coaching**
- (c) Committee assignments
- (d) Vestibule training.

Answer: (b)

41. It is a systematic and orderly technique of assessing the relative worth or money value of a job in relation to other jobs. It refers to-

- (a) Job analysis
- (b) Job evaluation**
- (c) Job description
- (d) Job specification.

Answer: (b)

42. Which one is the second step of job evaluation?

- (a) Selecting jobs to be evaluated
- (b) Analysis and describing jobs
- (c) Constituting job evaluation committee**
- (d) Selecting the method of evaluation.

Answer: (c)

43. A group of tasks assigned to one individual means-

- (a) Job
- (b) Job analysis
- (c) Job description
- (d) Position.**

Answer: (d)

44. It means a group of positions that are similar as to kind and level of work. It refers to-

- (a) Job description
- (b) Job analysis
- (c) Job**
- (d) Position.

Answer: (c)



45. It is a statement which provides information relating to minimum acceptable human qualities necessary to perform a job properly. It refers to-

- (a) Job description
- (b) Position
- (c) Job analysis
- (d) Job specification.**

Answer: (d)

46. Evaluating the performance of individual employees on their jobs and the potential for development is known as-

- (a) Performance appraisal**
- (b) Performance measurement
- (c) Performance achievement
- (d) Performance projection.

Answer: (a)

47. The advantage of Factor Comparison Method are-

- (a) It is more quantitative method of job evaluation**
- (b) It is costly and difficult to operate
- (c) It is time consuming method and difficult to understand
- (d) All of these.

Answer: (a)

48. In this method grades are established for jobs at different levels in the organization and a different wage rate is fixed for each job. This method refers to-

- (a) Pair comparison
- (b) Single factor ranking method
- (c) Job description
- (d) Grading or Job Classification.**

Answer: (d)

49. This method is a combination of both principle of ranking and points rating methods. It refers to which method-

- (a) Factor comparison method**
- (b) Ranking or job comparison
- (c) Pair comparison
- (d) Job description

Answer: (a)

50. Determining fair, adequate and equitable remuneration for the employees of the organization for their contribution in the achievement of the organization goals is refer as-

- (a) Compensation**
- (b) Development
- (c) Performance achievement
- (d) Achievement.

Answer: (a)

