

Revision on nature and scope of HR, HR planning, HR recruitment and selection

1. HRM is

a. **employee oriented** b. employer oriented c. legally oriented d. none

2. Scope of the HRM includes

a. retirement and separation of employees b. HR training and development C. Industrial relations d. **all of the above**

3. The scope of HRM does not include

a. retirement of employees b. manpower planning c. training of employees d. **maintaining accounts**

4. _____ is the process of forecasting an organisations 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 Capital Management

5. Which of the following factors state the importance of the Human Resource Planning?

a. Creating highly talented personnel

b. International strategies

c. Resistance to change and move

d. All of the above

6. A process that is used for identifying and developing internal people with the potential to fill key business leadership positions in the company is called _____.

a. Highly talented personnel creation

b. Investing in human resources

c. Succession planning

d. None of the above

7. Which of the following option is not the factor that hinders with the human resource planning process?

a. Type and quality of forecasting information

b. Time horizons

c. Environmental uncertainties

d. Unite the perspectives of line and staff managers

8. Rearrange the following steps involved in the Human resource planning process in proper order.

A. HR Programming

B. HR Demand Forecast

C. Environmental Scanning

D. Control and evaluation of programme

E. Surplus - restricted hiring

F. HRP implementation

G. HR supply forecast

H. Organisational objectives and Policies

I. Shortage - Recruitments and Selection

a. ABCDEFGHI

b. CHBGAFDEI

c. IHDEBCAFG

d. IHGFEDCBA

9. Which of these is the purpose of recruitment?

a. Make sure that there is match between cost and benefit

b. Help increase the success rate of the selection process by reducing the number of visibly underqualified or over qualified job applicants.

c. Help the firm create more culturally diverse work - force

d. None of the above

10. The poor quality of selection will mean extra cost on _____ and supervision.

a. Training

b. Recruitment

c. Work quality

d. None of the above

11. _____ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.

a. Selection

b. Training

c. Recruitments

d. Induction

12. Rearrange the following steps of recruitment.

I. Searching

II. Evaluation and control

III. Planning

IV. Screening

V. Strategy development

a. III, II, I, V, IV

b. III, V, I, IV, II

c. IV, V, III, I, II

d. II, I, IV, V, III