Choose the correct Answer from the bracket.

1. The focus of Human Resource Management revolves around
   A. Machine
   B. Motivation
   C. Money
   D. Men

2. Quality-oriented organization primary concern centers around
   A. Coordination
   B. Communication
   C. Human Resources
   D. Discipline

3. HRM is associated with the management of
   A. General people.
   B. Financial resources
   C. Organizational people
   D. Community members.

4. Effective SHRM leads to:
   A. Organizational success
   B. Organizational failure.
   C. Organizational complexity
   D. Organizational inefficiency

5. Organizational goals should be
   A. Achievable.
   B. Ambiguous.
   C. Random
   D. Vague.

6. Customers of an organization fall under which of the following category?
   A. Shareholders.
   B. Staff.
   C. Partners.
   D. Stakeholders.

7. Cost of human resources refers to;
   A. Company profits.
   B. Employee shares
   C. Salary packages.
   D. Earned revenues
8. To anticipate the human resource needs of the organization based on some previous data or managerial judgment is known as;

A. Demand forecasting  
B. Supplies forecasting.  
C. Financial forecasting  
D. Sales forecasting

9. _____________ is commonly used by IT companies to assign their costly activities to outside providers for the purpose of cost saving as well as using of HR expertise in other companies.

A. Planning.  
B. Decentralization.  
C. Restructuring  
D. Outsourcing

10. A system used to acquire, store, manipulate, analyze, retrieve, and distributed information related to the company's human resources is called a(n) _____________

A. HRIS.  
B. Progressive discipline system.  
C. IRS  
D. Contingent workforce system.

11. Which of these is a major dimension of HRM practices contributing to company competitiveness?

A. Compensating human resources.  
B. Acquiring and preparing human resources  
C. Managing the human resource environment.  
D. All of the given options

12. In which of these steps, the HR manager attempts to ascertain the supply of and demand for various types of human resources?

A. Forecasting.  
B. Program implementation  
C. Evaluation  
D. Goal setting

13. Which of these is defined as any practice or activity carried on by the organization with the primary purpose of identifying and attracting potential employees?

A. A leading indicator analysis  
B. Recruitment.  
C. Personnel policies  
D. Selection.

14. Playing the role of _____________ requires designing and delivering efficient and effective HR systems, processes, and practices

A. Administrative Agent.  
B. Change Agent.  
C. Strategic Partner  
D. Employee Advocate

15. Employee involvement requires extensive additional HRM activity in which of these areas

A. Training.  
B. Benefits.  
C. Labor negotiation  
D. Marketing.

16. The people who perform tasks in a wide variety of human resource-related areas are called

A. HR Executives  
B. HR Generalists.
17. A strategy intended to achieve fair employment by urging employers to hire certain groups of people who were discriminated against in the past is known as
   A. Fair employment.   C. Affirmative action.

18. The method that uses the organization's current level of employment as the starting point for determining future staffing needs is
   A. Zero Based Forecasting   C. Forecasting Human Resource Availability.
   B. Bottom-Up Approach.   D. None of the given options

19. What tactic will employers likely have to take to fill openings left by retiring employees
   A. Instituting flexible work hours   C. Hiring more women
   B. Providing elder care   D. Rehiring retirees

20. An employee evaluation appears on your desk that includes the following descriptions: skilled, specialty focused, strong technical background, filtered listener, limited experience in interfacing, avoids conflict, good at developing techniques and operates well in the management hierarchy. Your first thought is to consider this person for a position as a
   A. Project Coordinator   C. Task Force Leader
   B. Project Manager   D. Project Specialist.

21. The project manager leads a project team that is comprised of many different skills and disciplines. He must use an exceptional number of negotiating skills because he
   A. is expected to discuss all facts of the technical parameters of the project.
   B. will be leading individuals without having direct control over them
   C. will encounter the shoptalk of each unique discipline
   D. will be using these skills to keep from accepting additional work.

22. The project manager is the leader of the project team and needs to be forward-reaching in obtaining a consensus on an issue. However, it would be counterproductive to an attempted resolution of an issue if the project manager said, "__________"
   A. Lets do this ....
   B. Do we have some better information
   C. I believe we are saying
   D. I have another subject to address if this is too difficult to solve now

23. Project managers often work 10 or more hours per day to fit the many activities into their professional schedule. There is a general agreement that all the professional time is not used as efficiently as possible. The major consumer of time, nearly two hours per day, is __________.
A. talking to top management  
B. visiting the customer  
C. attending project meetings  
D. writing reports.  

24. The development function of human resources has three dimensions. Which of the following does NOT fall under them

A. Employee training  
B. Management development  
C. Career development  
D. Identifying ways to motivate employees  

25. Who was the pioneer of Hawthorne studies?

A. Fredrick Taylor  
B. Elton Mayo  
C. Fred Luthans  
D. Henry Mintzberg  

26. _____ in India led to the move from Personnel administration to HRM in Indian setup

A. Globalisation  
B. Industrialization  
C. Independence  
D. None of the above  

27. An HR Manager in a large multinational firm is involved in establishing an international structure of roles for people and assigning responsibilities. What is the managerial function that the HR manager is performing

A. Organizing  
B. Staffing  
C. Directing  
D. Controlling  

28. ____ is the process by which the knowledge of an employee, his skills, abilities and motives to perform a job must match the requirements of the job.

A. Recruitment  
B. Job analysis  
C. Selection  
D. Placement  

29. A control technique that helps in measuring the cost and value of people for an organization and helps management to value human resources is

A. Human resource accounting  
B. Employee control systems  
C. Organizational control systems  
D. Value based accounting  

30. The specialist role of a HR Manager takes a number of roles. of these which one ensures that all members of the management perform their respective roles concerned with effective use of human resources

A. The facilitator  
B. The consultant  
C. The executive  
D. The auditor  

31. The organisation provides employees benefits in the form of conveyance facilities, housing facilities and educational facilities for children. What kind of benefits is the organization providing to the employees

A. Incentives  
B. Bonus  
C. Fringe benefits  
D. Security benefits
32. The relationship between an employee and a manager plays a critical role in determining the job satisfaction level of the employee. What are the ideal characteristics that an employee would like his manager to possess

A. Lend support and guidance
B. To keep to himself, his expectations from the
C. Identify employees strength and weakness
D. both a and c

33. The HR manager of a manufacturing firm was given the task of providing information on market statistics of personnel availability, pay rates etc. What role of HR executive is the manager performing

A. The executive
B. The service provider
C. The consultant
D. The facilitator

34. Which of the following is NOT a key characteristic of a successful quality improvement program

A. Education and training
B. Team work
C. Total systems approach
D. Short term goal perspective

35. The extent to which an employee's work meets his professional needs is termed as

A. Quality of work life
B. Quality circles
C. Quality program
D. Quality cycle

36. _____________helps the organization in achieving short term and long term goals by effective utilization of human resources. It involves the development of HR objectives and their alignment with organizational objectives

A. Employee relations management
B. Strategic human resource management
C. Compensation management
D. Human relations management

37. What is the organization termed as if the reporting channels of work are pre defined and accountability and responsibility of each role fixed for all the roles

A. Informal organization
B. Semi formal organization
C. Formal organization
D. Autonomous organization

38. Which of the following is not a characteristic of a flat organization structure

A. Wide span of control
B. Fewer hierarchical levels
C. More people under the control of one manager
D. Close supervision

39. The right to give orders and the power to exact obedience from others in the process of discharging the responsibility is termed as

A. Authority
B. Accountability
C. Responsibility
D. Adaptability

40. Vinay Sinha, the HR manager of a pharmaceutical firm was given the task of identifying the broad policy issues related to human resources like employment policy, welfare policy and development etc., after taking into consideration the changing business scenario. What level of HR planning will Vinay have to undertake?
A. Corporate level  
B. Intermediate level  
C. Operations level  
D. Short term

41. Planning that includes the recruitment or layoff strategy, development strategy etc. based on corporate policies and strategies is the ______ planning
A. Corporate level  
B. Intermediate level  
C. Operations level  
D. Short term

42. An HR Manager was involved in the process of human resource planning. The first step he undertook was assessing current resources and making an inventory. What is the next step that the manager has to take in HRP?
A. Start recruiting to meet the requirements  
B. Forecasting  
C. Matching the inventory with future requirements  
D. Developing an action plan to meet future requirements

43. The process of determining and recording all the pertinent information about a specific job, including the tasks involved, the knowledge and skill sets required to perform the job is termed as
A. Job evaluation  
B. Job description  
C. Job Analysis  
D. Job design

44. __________ is the simplest unit of work that involves very elementary movement
A. Position  
B. Task  
C. Job  
D. Micro motion

45. Which of the following is the first step in the process of job analysis
A. Developing a job description  
B. Job specific competency determination  
C. Information gathering  
D. Developing a job specification

46. __________ plan was first introduced in the weir engineering works England.
A. Rowan.  
B. Halsely.  
C. Emerson.  
D. Taylor.

47. Motion and time studies are examples of which method of job analysis
A. Observation method  
B. Technical conference method  
C. Group interview method  
D. Questionnaire method

48. Which method of job analysis is more suitable for the middle and top level management jobs and not for the lower level jobs?
A. Position analysis questionnaire  
B. Functional job analysis  
C. Diary method  
D. Critical incident technique

49. What describes in detail, the various aspects of a job like the tasks involved and responsibilities of the job and deliverables
50. Which of the following are uses of job analysis
A. Organization audit  C. Health and safety
B. Promotion and transfer  D. All of the above

51. The process of structuring work and designating the specific activities at the individual or group level is called as
A. Job design  C. Job analysis
B. Job description  D. Job specification

52. In the engineering approach to job design, the workers felt that overspecialization hindered the skills and experience. Which of the following are the demerits of such overspecialization
A. Repetition of tasks  C. Mechanical pacing
B. Limited social interaction  D. All of the above

53. Working conditions, organizational policies, interpersonal relations all of these come under which factors of job satisfaction as proposed by Herzberg
A. Motivators  C. Providers
B. Organizers  D. Hygiene factors

54. Ravinder was employed with a large MNC. Though the pay and working conditions were good, he was not satisfied. He felt there was no achievement, growth, responsibility, and recognition. What are these factors, under the motivation theory proposed by Herzberg?
A. Motivators  C. Providers
B. Organizers  D. Hygiene factors

55. ______ helps in developing management generalists at higher organizational levels as it exposes them to several different operations
A. Job analysis  C. Job enrichment
B. Job rotation  D. Job enlargement

56. Which of the following helps in increasing the length and hence the operating time of each cycle of work for the job holder?
A. Job enlargement  C. Job rotation
B. Job enrichment  D. Job specification

57. A software firm allowed its employees to choose their working hours but within some specified limits. This is an example of
A. Job sharing  C. Condensed work
B. Flexitime  D. Job enlargement
58. The practice of working at home or while traveling and at the same time keeping in contact with the office is termed as
   A. Telecommuting
   B. Job sharing
   C. Flextime
   D. Condensed work

59. The process of searching for prospective employees and stimulating them to apply for jobs in an organization is termed as
   A. Promotion
   B. Recruitment
   C. Selection
   D. Placement

60. A good recruitment policy
   A. Is flexible enough to accommodate changes in the organization
   B. Has its own policies and does not comply with government policy on hiring
   C. Requires more investment for the organization
   D. Ensures short term employment opportunities for its employees

61. Which of the following is not an external environmental factor that determines the effectiveness of an recruitment program
   A. The situation in the labor market
   B. The stage of development of the industry
   C. Culture, social attitudes and beliefs
   D. Geographical location of the job

62. The important information that has to be furnished in an advertisement includes
   A. Location or place of work
   B. Nature of job
   C. Tasks and responsibilities
   D. All of the above

63. Many HR professionals are now using the internet for recruitment. Which of the following is not true about online recruiting
   A. Its a time saving process
   B. Its cost effective
   C. It supplements rather than replaces the legwork associated with offline recruitment
   D. It eliminates completely the work associated with recruitment on the part of the recruiter to his/her total convenience

64. A software firm has a vacancy for the post of Vice President( operations). Which of the following methods of recruitment would you suggest
   A. Employment pages of a national daily or business magazine
   B. Advertisement in a local daily
   C. Campus placement
   D. Listing of the vacancy on a placard outside the organization
65. The process of choosing the most suitable candidate for a job from among the available applicants is called
A. Recruitment  
B. Placement  
C. Appraisal  
D. Selection

66. ____ helps in identifying the knowledge skill and attitude set that enables an individual to deliver the best performance in his job
A. Competency modeling  
B. Competency planning  
C. People competency  
D. Competency training

67. In the process of selection, the step that follows initial screening interview is normally the
A. Decision making interview  
B. Preliminary interview  
C. Reference check  
D. Analyse the application bank

68. In which approach of reliability, a group of candidates take the same test twice, within a gap of 2-3 weeks
A. Repeat or test retest  
B. Alternate form  
C. Parallel form  
D. Split halves procedure

69. ______ is the degree to which the value provided by the selection method enhances the effectiveness of an organization
A. Generalizability  
B. Utility  
C. Legality  
D. Reliability

70. A formal record of an individuals appeal or intention for employment that helps in gathering information about a prospective candidate is called
A. Application bank  
B. Employee data  
C. Employee bank  
D. Data bank

71. Which of the following are methods of evaluating the application forms in an organization
A. Weighted methodology  
B. Clinical methodology  
C. Moving average methodology  
D. Both a and b

72. _______ test measures a persons ability to classify things, identify relationships and derive analogies. It measures several factors like logical reasoning, analytical skills and general knowledge
A. Intelligence test  
B. Performance tests  
C. Emotional tests  
D. Social tests

73. A bank wanted to conduct a test for the applicants for the job of a clerk cum cashier. Most of the applicants were fresh from the college with little experience related to the job. The bank wanted to pick and train the right candidate. Which test do you suggest to be given to the candidates
A. Aptitude test  
B. Intelligence test  
C. Achievement test  
D. Situational tests
74. Mohan attended an interview and was very upset with the way it is progressed. The interviewer repeatedly interrupted him, criticized his answers and asked him unrelated questions. What is the method of interview adopted

A. Panel Interview  
B. Stress Interview  
C. In depth interview  
D. Group interview

75. Which of the following steps should be adhered to, when interviewing?

A. Ask demanding and leading questions  
B. Get too engrossed in the interview to follow the plan  
C. Interrupt the candidate frequently  
D. Make the candidate feel comfortable and relaxed

76. ___________ is the determination of the job to which an accepted candidate is to be assigned. It is a matching of what the supervisor has reason to think he can do with the job demands

A. Recruitment  
B. Placement  
C. Selection  
D. Training

77. In an application form design, questions on all the following are ethical except A. The educational qualification of the employee  
B. The name and addresses of individuals who can be contacted for reference checks  
C. Salary drawn by the candidate in the last job  
D. Issues that concern the privacy of the applicant

78. Identify the correct statement

A. The time period for orientation in relatively long as compared to socialization  
B. The changes resulting out of orientation are more than those out of socialization  
C. Orientation is an event whereas socialization is an ongoing process  
D. More organizational members are involved in the process of orientation as compared to socialization

79. Which of the following options is not one of the approaches to HRM?

A. Human Resource approach  
B. Systems approach  
C. Contingent approach  
D. Statistical approach

80. Which approach states that no one particular management action or design will be suitable for all situations?

A. Human behavior approach  
B. Role approach  
C. Systems approach  
D. Contingent approach

81. HR department maintains a set of proposals and actions that act as reference points for managers in their dealings with employees. What is this called?

A. HR Guide  
B. HR ethics  
C. HR policy  
D. Managerial policy
82. Which of the following HR approaches is most popular currently
A. Human resources approach  
B. Scientific management approach  
C. Systems approach  
D. Technical approach

83. Which of the following is not indicated by high motivating potential score?
A. High employee motivation  
B. High employee performance  
C. High employee satisfaction  
D. High employee turnover

84. Which of the following are guidelines for drafting and maintaining a good job description?
A. Indicating the scope and nature of the work and all important relationships  
B. Indicating the work and duties of the position  
C. Explaining the supervisory responsibility to the individuals  
D. All of the above

85. One of the following is not a managerial function of HRM
A. Planning  
B. Organizing  
C. Staffing  
D. Retrenching

86. All except one of the following are the different aspects of HRD
A. Job evaluation  
B. Training and  
C. Career planning  
D. Performance appraisal

87. Decision making is faster in a
A. Tall organization  
B. Flat organization  
C. Centralised organization  
D. None of the above

88. Some of the big IT firms in the country withdrew their campus placement offers to some students when the IT market plummeted last a couple of years back. It shows there was
A. Problem with the recruitment policy  
B. Problem with the selection  
C. Problem with the human resource| planning  
D. None of the above

89. _______ should not be one of the first steps in dealing with surplus manpower for a short period
A. Leave of absence without pay  
B. Work sharing  
C. Loaning  
D. Retrenchment

90. Employee referrals is a/an _______ source of recruitment
A. External  
B. Internal  
C. Hybrid  
D. None of the above

91. Concealed identity or blind advertising helps organizations
A. Restrict the no. of applicants  
B. Escape from the notice of competitors when critical positions are vacant
C. Lessen the burden of applicants  
D. Lessen the cost of advertising  

92. The individuals who reject all the organization standards are labeled as misfits as their actions contrast organizational goals. They are also called as  
A. Rebels  
B. Fire fighters  
C. Questioners  
D. Agitators  

93. In India workers participation has limited success because of the following factor  
A. The differing perceptions and attitudes between the workers and the management regarding degree of participation  
B. The trade unions are poorly fragmented and organized  
C. Inter union rivalry and influences of different political philosophies  
D. All of the above  

94. All of the following are innovative methods to improve the quality of worklife except  
A. Flexi time  
B. Job enrichment  
C. Job rotation  
D. Demotion  

95. An employee in a textile manufacturing firm was given the freedom to opt for the start and quit time for a week. What is the type of flex time being followed by the firm  
A. Gliding time  
B. Flexi tour  
C. Variable day  
D. Maniflex  

96. Maniflex refers to  
A. The flex time in which an employee is given the freedom to opt for the start and quit time for a particular period, say a week or a month  
B. The flexi time where an employee can start and quit any time on condition that he has to complete 8 hours of work a day  
C. Flextime which requires an employee to complete 40 hours per week and the number of hours he/she works in a day can be varied  
D. A flex time which is similar to variable day and there is no need to work for specific hours  

97. Job sharing, work sharing, phased retirement, all these are examples of  
A. Part time employment  
B. Full time employment  
C. Compressed work week  
D. Alternative work schedules  

98. When the management conducts QWL programs in association with the union, it;  
A. Leads to effective negotiations that enable designing contracts that satisfy both the parties  
B. Improves the efficiency of the management and strengthens employee organizations  
C. Encourages participative management and involves employees in decision making  
D. All of the above
99. __________ is a self-governing group of workers, with or without their supervisors, who voluntarily meet on a regular basis to identify, analyze, and solve problems in their work fields.

A. Employee groups  C. Quality systems
B. Quality circles  D. Employee circles

100. Which of the following is NOT a basic objective of a quality circle?

A. To enhance, develop, and utilize human resources effectively
B. To develop quality of products as well as productivity
C. To improve quality of work life
D. To increase employee benefits and incentives

101. The extent to which employees are aware of their interests, skills, strengths, and weaknesses regarding their career goals is termed:

A. Career motivation  C. Career insight
B. Career resilience  D. Career identity

102. ______ helps organizations identify employee strengths and weaknesses to determine avenues for their career development.

A. Gap analysis  C. Organizational assessment
B. Individual assessment  D. Opportunity analysis

103. Understanding the career aspirations of an employee, determining his capabilities and competencies and identifying the gaps is termed:

A. Need analysis  C. Opportunity analysis
B. Gap analysis  D. Employee analysis

104. Career planning and development programs for employees:

A. Increase employee frustration  C. Increase the employee turnover rate
B. Promote only a lucky few  D. Ensure future availability of resources

105. Reassignment of an employee to a higher level job that involves greater responsibility or status or pay is termed:

A. Transfer  C. Demotion
B. Cross functional transfer  D. Promotion

106. The process of selecting and developing employees in the organization to occupy key positions in the future is termed:

A. Career planning  C. Career development
B. Succession planning  D. Human resource enhancement

107. Evaluation of an employee's performance by his colleagues is called:

A. Peer appraisal
B. Management by objectives
C. Formal appraisal
D. Group appraisal

108. Clear and well defined goals, a definite time plan and an action plan to achieve these goals, combined with timely feedback, are characteristics of

A. Work standards approach  
B. Management by objectives  
C. BARS  
D. Balanced score card method

109. Paired comparison of employees is a method of

A. Ranking  
B. Checklist  
C. Point allocation  
D. Forced choice rating

110. ______ helps in improving the communication, people management and relationship management skills of the trainees

A. Computer modeling  
B. Role playing  
C. Class room lectures  
D. Vestibule training

111. Response, learning, performance and results are four levels of evaluating a management development program. This system of evaluation is called

A. Taylors system  
B. Kirkpatricks system  
C. Werther & Davis method  
D. Armstrong method

112. Traditionally, the pay scales in companies were associated with

A. Employee performance  
B. Organizational hierarchy  
C. Worth hierarchy  
D. Charm of the employee

113. ______ is the systematic process of analyzing and evaluating jobs to determine their relative worth in an organization

A. Job analysis  
B. Job design  
C. Job evaluation  
D. Job enrichment

114. The process of ranking in which the relative importance of each job is determined in comparison with the representative job is called

A. Relative ranking  
B. Comparative ranking  
C. Paired comparison  
D. Single factor ranking

115. Performance bonus is an example of a/an

A. Intrinsic reward  
B. Extrinsic reward  
C. Intrinsic wage payment  
D. Extrinsic wage payment

116. The process of rewarding employees by giving them a stake in the company, which further enhances their performance is called the

A. Gain sharing  
B. Annual bonus  
C. Employee stock plan  
D. Profit sharing

117. A benefit plan where an employee gets a chance to choose from a lot of benefits is also called
A. Holiday benefit plan  
B. Restaurant benefit plan  
C. Cafeteria benefit plan  
D. Variable/Flexible benefit plan  

118. As a student, when one is trying to assess oneself and the opportunities available in the market to choose the right career, he/she is said to be in the 
A. Exploration stage  
B. Establishment stage  
C. Maintenance stage  
D. Disengagement stage  

119. Virtuous Services Pvt Ltd. believes that it pays quite handsome salaries to its employees. However, the turnover rate has been quite high in the recent past and all the exit interviews point out one factor - compensation, as the culprit. The company failed to 
A. Meet the legal requirement  
B. Follow the principle of equanimity  
C. Match the employee expectations  
D. Match the pay scaled abroad  

120. The approach that stresses on the fact that individuals should not be treated as mere factors of production is 
A. Human relations approach  
B. Scientific management approach  
C. Humanistic approach  
D. None of the above  

121. Hawthorne studies gave rise to this approach of human resource management 
A. Mathematical approach  
B. Human Relations approach  
C. Human Resources approach  
D. Contingent approach  

122. An average sincere employee expects his boss or manager to have all the following characteristics except 
A. be genuinely interested in the employee and the work  
B. Ignore all the employees mistakes  
C. Be fair and frank in his dealings with the employee  
D. Recognize and reward the employee and his contributions  

123. As an auditor, the HR professional 
A. Ensures that all managers of the organization perform their respective roles  
B. Conducts training and development activities  
C. Solve employee grievances  
D. Provides support to other departments in conducting appraisals  

124. ________ organizations are characterised by rigid structures, directives and rules and are appropriate for static environments 
A. Mechanistic  
B. Organic  
C. Flat  
D. Decentralised  

125. The marketing manager was asked to handle the product re-launch of toothpaste by VP marketing. The manager's obligations toward the VP is called
A. Responsibility  
B. Accountability  
C. Authority  
D. None of the above

126. The process of ensuring that there are the right number of qualified people in the right jobs for best results is termed  
A. Human Resource Planning  
B. Recruitment  
C. Retrenchment  
D. Downsizing

127. The statement of the required set of knowledge, skills and competencies for a job is called  
A. Job specification  
B. Job description  
C. Job classification  
D. Job Analysis

128. Adding more responsibility, providing wider scope, greater sequencing and minimizing controls, all constitute  
A. Job enlargement  
B. Job expansion  
C. Job design  
D. Job enrichment

129. If a selection method produces consistent results across different situations and times, it is termed to be  
A. Reliable  
B. Valid  
C. Legal  
D. None of the above

130. An interview where the interviewer does not chart out the formal structure of the interview but lets it take a natural course is called a  
A. Formal interview  
B. Unstructured interview  
C. Group interview  
D. Stress interview

131. The employee of ABC Corp lose a half days leave if they are late to work even by 15 mins. This is an example of  
A. Punitive discipline  
B. Preventive discipline  
C. Positive discipline  
D. Precautionary discipline

132. Soman, the Marketing Manager in a large firm meets the Production Manager, Senior Manager HR and the VP- Operations almost every day in the Officers club. Some topic or the other, related to their organization and business comes up for discussion. This is an example of  
A. Formal organization  
B. Informal Organization  
C. Conference  
D. Rumors

133. Rajani, left her job as a receptionist as she was not happy with the job profile and wanted a more challenging job that would suit her qualification. Her leaving the organization is termed  
A. Layoff  
B. Outplacement  
C. Attrition  
D. Loaning

134. One of the reasons for over staffing in the government and public sector enterprises is  
A. Minimal turnover rates  
B. Long term planning  
C. Continuous assessment  
D. Highly qualified employees

135. Chand & Sons is a medium sized traditional family business which wants to introduce some modern management practices like performance appraisal. The best suited method for the co is
A. 360 degree performance appraisal  C. Management by objectives
B. BARS  D. Balanced Score Card method

136. Soumya works in a bank but works from 9 am to 2 (instead of 9 to 6) on so that she is back home when her kids are back from school. This is an example of
A. Flextime  C. Compressed work week
B. Part time  D. Telecommuting

137. Radiant Technologies is a small 8 yr old co employing around 40 people. The co wants to forecast its manpower requirements for the next 2-3 years/ It can rely on
A. Time series analysis  C. Past experience
B. Regression analysis  D. Delphi technique

138. ADDIE is a methodology applied in the HR function of
A. Recruitment  C. Performance appraisal
B. Training  D. Grievance handling

139. Adult learning Principles applied in T&D activities was developed by
A. Malcolm Knowles  C. Steve Jobs
B. Peter Drucker  D. Kirk Patrick

140. __________ is a formal & detailed study of jobs.
A. Job enrichment  C. Job Classification
B. Job Evaluation  D. Job Analysis

141. __________ is a very flexible type of Organisation.
A. Staff Organisation  C. Line Organisation
B. Divisional Organisation  D. Matrix Organisation

142. What was the traditional term used for HRP and the one often associated with personnel management?
A. Gap analysis  C. Employee planning
B. Human resource planning  D. Manpower planning

143. Why is it important to ensure that HR plans are flexible?
A. To accommodate changes to senior management teams
B. To adapt to changing skills and qualifications
C. To accommodate the rapidly changing environment in which most organizations operate
D. To ensure a diverse labour force is maintained at all times

144. Researches in behavioural science also subscribed to the development of ________
A. Personnel management  C. Human resource management
B. Personal management  D. Top management

145. Human Resource Management aims to maximize employees as well as organizational
A. Effectiveness  C. Efficiency
B. Economy  D. Planning
### Answer key:

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 | D | 16 | D | 31 | C | 46 | B | 61 | D | 76 | B | 91 | B | 106 | B | 121 | B | 136 | B |   |   |   |   |   |
| 2 | C | 17 | D | 32 | D | 47 | A | 62 | D | 77 | D | 92 | A | 107 | A | 122 | B | 137 | C |   |   |   |   |   |
| 3 | C | 18 | C | 33 | B | 48 | D | 63 | D | 78 | C | 93 | D | 108 | B | 123 | A | 138 | B |   |   |   |   |   |
| 4 | A | 19 | D | 34 | D | 49 | A | 64 | A | 79 | D | 94 | D | 109 | A | 124 | A | 139 | A |   |   |   |   |   |
| 5 | A | 20 | D | 35 | A | 50 | D | 65 | D | 80 | D | 95 | B | 110 | C | 125 | B | 140 | B |   |   |   |   |   |
| 6 | D | 21 | B | 36 | B | 51 | A | 66 | A | 81 | C | 96 | D | 111 | B | 126 | A | 141 | B |   |   |   |   |   |
| 7 | C | 22 | D | 37 | C | 52 | D | 67 | D | 82 | A | 97 | A | 112 | B | 127 | A | 142 | D |   |   |   |   |   |
| 8 | B | 23 | C | 38 | D | 53 | D | 68 | A | 83 | D | 98 | D | 113 | C | 128 | D | 143 | C |   |   |   |   |   |
| 9 | D | 24 | D | 39 | A | 54 | D | 69 | B | 84 | D | 99 | B | 114 | A | 129 | A | 144 | B |   |   |   |   |   |
| 10 | A | 25 | B | 40 | A | 55 | B | 70 | A | 85 | D | 100 | D | 115 | B | 130 | B | 145 | A |   |   |   |   |   |
| 11 | C | 26 | A | 41 | B | 56 | A | 71 | D | 86 | A | 101 | C | 116 | C | 131 | A |   |   |   |   |   |   |   |   |
| 12 | A | 27 | A | 42 | B | 57 | B | 72 | A | 87 | B | 102 | B | 117 | D | 132 | D |   |   |   |   |   |   |   |   |
| 13 | B | 28 | B | 43 | C | 58 | A | 73 | A | 88 | C | 103 | A | 118 | A | 133 | C |   |   |   |   |   |   |   |   |
| 14 | C | 29 | A | 44 | D | 59 | B | 74 | B | 89 | D | 104 | D | 119 | C | 134 | A |   |   |   |   |   |   |   |   |
| 15 | D | 30 | D | 45 | C | 60 | A | 75 | D | 90 | B | 105 | D | 120 | A | 135 | C |   |   |   |   |   |   |   |   |