This Question paper comprise with section -A,B & C. Total: 100 marks

SECTION - A

Answer all from the following questions. Each answer carries equal marks.

5x6=30 marks.

1.What is Human Resource Management?

2. What are the general management functions?

3. Authority.

4. Globalization.

5. Job Analysis.

SECTION - B

3x20=60 marks.

From the following questions attempt any three (3) answers. Each answer carries equal marks.

1.Why is Human Resource Management important to all Managers?

2. Describe the few points on Uses of Job Analysis Information.

3. Explain the three steps in Job Analysis.

4. From the Method of Collecting Job Analysis list out the few questions from the Interview method.

5. Describe the few points on Medical/Physical Examination from the Selection process.

6. From the Recruitment and Selection describe few points on Public and Non Profit Agencies.

SECTION -C 10x1=10 marks.

Answer all from the following questions.

1.Human Resource Managers are generally staff managers . True/False. ( )

2.Job description and Job specification are two tangible products of the Job Analysis.

True/False. ( )

3. Five basic Functions includes- Planning, Organizing, Staffing, Leading and Controlling. True/False. ( )

4.Managers use Job Analysis to determine the jobs specific activities and Performance standards. True/False. ( )

5. Authority is the right to make decisions, to direct the work of others and give orders. True/False. ( )

6. Which of the following is the person responsible for accomplishing an organizations goals by planning, organizing, staffing, leading and controlling personnel?

A)Manager 2) Entrepreneur3)Representative 4)Generalist. ( )

7. What term refers to the knowledge, education, training, skills and expertise of a firms workers?

A)Human Resources B)Human Capital C) Intangible assets D) Contingent( )

8. ) Which method for collecting job analysis information is considered best for

quantifying the relative worth of a job for compensation purposes?

A)Electronic log B) Group Interview C) Worker diary D)Questionnaire. ( )

9.What is the final step of conducting Job Analysis.

A) Writing Job Description and Job Specification B) Job Data C) Job Activities. ( )

10. Succession Planning entails

A)Identifying and analyzing key jobs B) Job Context C) Job Sheet. ( )