**HUMAN RESOURCE MANAGEMENT QUESTION BANK**

 **Short Answer type Questions**

 1. Explain the Methods of Job Analysis.

 2. Roles of Human Resource Manager.

 3. Describe the Nature of Job Analysis

 4. Issues of Compensation Policy

 5. Definition of Human Resource Management.

 6. Definition of Performance Management

 7. What are the General Management Functions?

 8. Write in your own words the changing environment of Human Resource Management in Globalization?

 9. What are the sources for the Salary surveys?

 10. Process of Job Evaluation.

 11. Process of Selection.

 12. Why Performance Management is Important?

 13. Issues of Compensation Policy.

 14. Roles of Human Resource Manager.

 15. Methods of Job Analysis.

 16. Nature of Job Analysis.

 **Essay Answer type Questions.**

 1. Describe the Training Methods.

 2. Describe the Establishment of Pay Rates.

 3. Basics concepts in Performance Management and Performance Appraisal.

 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.

 7. In Performance Appraisal who should do the Appraisal, Explain in Diagram.

 8. Methods of Training.

 9. Job Analysis Methods.

 10. What are the Objectives of Human Resource Management and Its Importance’s?

 11. Describe the Establishment of Pay Rates.

 14. What determines Executive Pays?

 TRUE/FALSE, FILL IN THE BLANKS AND MULTIPLE CHOICES

1. Conducting the Job Analysis is the Sole responsibility of the HR Specialist.

 True/False ( )

2. The Planning Function of management includes establishing goals and standards and developing forecasts. True/False ( )

3. Staff Managers are authorized to issue orders to subordinates and are directly in charge of accomplishing the organizations basic goals. True/False ( )

4. Autonomy is the right to make decisions, direct the work of others, and give orders.

True/False ( )

5. Human resource managers are generally staff managers. True/False ( )

6. Which function of the management process includes delegating authority to subordinates and establishing channels of communication?

A) Staffing B) organizing C) motivating D) leading. ( )

7. \_\_\_\_\_\_\_\_ is the process of acquiring, training, appraising, and compensating employees, and attending to their labour relations, health and safety, and fairness concerns.

A) Industrial psychology B) labour relations C) HRM D) Behavioural Management.

8. Which of the following human resource management specialties calls for collecting data to write job descriptions?

A) Job analyst B) job training specialist C) compensation manager.

9. An employer will most likely use a private employment agency in order to ( )

A) Reach unemployed individuals B) Fill a specific job opening quickly

C) Adhere to federal hiring practices.

10.) Which of the following is the primary disadvantage for employers who use private employment agencies to fill positions?

A) White-collar applicants are difficult to attract. B) Applicant screening may not be enough C) Applicant processing time. ( )

11. An employer will most likely use a private employment agency in order to ( )

A) Reach unemployed individuals B) Fill a specific job opening quickly

 12) Which of the following is the primary disadvantage for employers who use private employment agencies to fill positions?

A) White-collar applicants are difficult to attract. B) Applicant screening may not be enough C) Applicant processing time. ( )

13) Which of the following human resource management specialties calls for collecting data to write job descriptions?

A) Job analyst B) job training specialist C) compensation manager.

14. \_\_\_\_\_\_\_\_ is the process of acquiring, training, appraising, and compensating employees, and attending to their labour relations, health and safety, and fairness concerns.

A) Industrial psychology B) labour relations C) HRM D) Behavioural Management.

15. Which function of the management process includes delegating authority to subordinates and establishing channels of communication?

A) Staffing B) organizing C) motivating D) leading. ( )

16. Staff Managers are authorized to issue orders to subordinates and are directly in charge of accomplishing the organizations basic goals. True/False ( )

17. Autonomy is the right to make decisions, direct the work of others, and give orders.

True/False ( )

18. Human resource managers are generally staff managers. True/False ( )

19. The Planning Function of management includes establishing goals and standards and developing forecasts. True/False ( )

20. Conducting the Job Analysis is the Sole responsibility of the HR Specialist.

 True/False ( )