

DURATION: 2 ½ HOURS

E62010ORS

MARKS: 75

Note: 1. Q.1. is compulsory

2. Q.2. to Q.5 are compulsory with internal choice

3. Figures to the right indicate full marks

Q.1.A) State whether the following statements are True or False:(any8)
(08 Marks)

- 1).An unstructured interview form is used to record the information.
- 2) Situational theory was expounded in early writings of Max Weber & Henri Fayol.
- 3) Job rotation refers to moving of employees from job to job to add variety & reduce boredom by allowing them to perform a variety of tasks.
- 4) Periodical interview gives an opportunity to each side to know the order better & contributes to employee relations
- 5) There is no sequence of questions or any formats to follow in a structured interview .
- 6) The applicant's resume should not include the skill set, qualifications & experience.
- 7) Re-socialization refers to the process of discarding former behavior patterns & accepting new ones as a part of a transition in one's life.
- 8) They are told about related departments such as planning, store, quality control & maintenance department in departmental induction.
- 9) A presentation is the process of presenting a topic to an audience. It is typically a demonstration, lecture, or a speech meant to inform, persuade or build.
- 10) Structuring or organizing the material clearly is vital for an effective presentation.

Q.1.B). Match the Columns (Any 7)

(07 Marks)

Column A

1. Job Enlargement
2. Characteristics of a job
- 3.Autonomy
4. Resume
- 5.Unstructured interview
6. Mental Ability test
7. Primary Socialization
8. Serial induction
9. Orientation Activity
- 10.Collaboration

Column B

- a) Freedom to control
- b) Aptitude Test
- c) Early years of life
- d) Inducts new hire
- e) Team
- f) Organizational factors
- g) On boarding
- h) No fixed Arrival
- i) Horizontal job loading
- j) Well organized

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RCS (9)

Q.2. A) What are the methods of job analysis ? (8 Marks)

Q.2. B) Explain the uses of a job analysis? (7 Marks)

OR

Q.2. . Explain internal sources of recruitment in detail. (15 marks)

Q.3. A) Explain the selection process with diagram . (8 Marks)

Q.3. B) Explain the current trends of recruitment selection strategies in various sectors. (7 Marks)

OR

Q.3. Explain the importance of orientation. (15 marks)

Q.4. A). Explain socialization phases ? (8 Marks)

Q.4. B) What is the onboarding process ? (7 Marks)

OR

Q.4. What are different types of exit interviews ? (15 marks)

Q. 5 What are the meeting etiquettes ? Explain in detail. (15 Marks)

OR

Q.5. Write Short Notes on: (Any 3) (15 Marks)

1) Outsourcing

2) Job Design

3) Screening

4) Onboarding

5) Social & soft skills