

20/3/24 ATUT

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DURATION: - 2 ½ hrs.

SyBms- 53H1071123 - Recruitment & Selection. (03) MARKS: - 75

Note: - (1) All questions are compulsory.  
(2) All questions carry equal marks.

**Q.1 A) Fill in the Blanks:- (Any 8)**

[8M]

1) Job Specification includes \_\_\_\_\_

[CO1,R]

(Training, Job duties, Job Summary, Job analysis)

2) Identify the required numbers and sources of supply is the \_\_\_\_\_ step in recruitment process

[CO1, U]

(First, Second, Third, Fourth)

3) The selection process begins with the \_\_\_\_\_

[CO1, AP]

(Job Specification, Job analysis, Job description, Job summary)

4) The application \_\_\_\_\_ should be brief and well drafted

[CO, AN]

(Cover letter, Resume, Application, Interview)

5) \_\_\_\_\_ is one of the most common barrier to selection

[CO1,U]

(Stereotyping, Perception, gender issue induction)

6) Putting new employees at ease is the \_\_\_\_\_ of induction

[CO2, AP]

(Purpose, Feature, Merit, Recruitment)

7) A good \_\_\_\_\_ reduce the anxiety of the employees

[CO2, U]

(Training, Induction, Orientation, Selection)

8) In \_\_\_\_\_ mostly groups are given topics which are **factual in nature**

[CO2,R]

(Factual, abstract, Controversial, Case based)

9) \_\_\_\_\_ are real life stimulated situations

[CO2, E]

(Interviews, GD, Face to Face, Case based)

10) An \_\_\_\_\_ is the process of presenting a topic to an **audience**

[CO2,R]

(Video Conferencing, Mail, Presentation, GD)

**Q1 B) State whether the following statement are True or False: - [Any 7]**

[7M]

1) Job design is also referred to as work design or task design

[CO1,U]

- 2) An unstructured interview form is used to record the information [CO1,AP]
  - 3) Job specification allow employees to learn a task rapidly [CO1,R]
  - 4) Exit interview is taken to find out why the employee is leaving the company [CO1,R]
  - 5) Selection is the oldest method and often used to gather information [CO1,R]
  - 6) There is no sequence of questions or any formats to follow in structured interview [CO1,U]
  - 7) Specific orientation follows the general introduction stage [CO2,AN]
  - 8) Legal professional and law department are seen doing more of compliance work [CO2,U]
  - 9) Leadership in GD is pre-defined [CO2,U]
  - 10) Reserve chorological resume, the main focus is given on the require skill sets for an organization
- Q2 A) Define Recruitment. Explain the sources of recruitment [CO1,U] [8M]
- B) Explain in brief the job analysis process [CO1, U] [7M]
- OR**
- C) Discuss the pro and cons of Outsourcing. [CO1,AP] [8M]
- D) What are he uses of job analysis [CO1, AN] [7M]
- Q.3 A) Explain the selection process with diagram [CO2,U] [8M]
- B) Enumerate the guide lines to be followed by the interviewer and the interviewee for effective selection process [CO1,U] [7M]
- OR**
- C) Explain the types of interview [CO1,U] [8M]
- D) Explain the different types of selection [CO2U] [7M]
- Q.4 A) what is induction process? Describe the importance [CO2,AP] [8M]
- B) State the guidelines for an effective induction program [CO2,R]
- OR**
- C) Explain the types on orientation [CO2,U] [7M]
- D) Define Socialization? What are the various types of socialization? [CO2,R] [8M]
- Q.5 A) Evaluate the Do's and Don't of Group discussion [CO2,U] [8M]
- B) Briefly explain different types of etiquettes [CO2,AP] [7M]
- OR**
- Q.5) Write Short Notes on: - [Any 3] [15M]**
- 1) Job Design [CO1,U]
  - 2) Job Analysis [CO1,R]
  - 3) Screening [CO1,R]
  - 4) On boarding [CO2,U]
  - 5) Etiquettes [CO2,AP]

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