

**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) Job design is also referred as work design or task design
- 2) When an employee is shifted in the same category, it is called Horizontal Promotion
- 3) Exit interview is taken to find out why the employee is leaving the company
- 4) The applicant's resume should include the skill set, qualifications & experience listed in the job posting
- 5) The advertisement conveys details about the last date for application to be sent.
- 6) ADULT socialization can be seen at work outside the immediate family , in the peer group
- 7) Employee is overloaded with forms to complete is a demerit in induction
- 8) Legal professional & law departments are seen doing of more compliance work
- 9) Opportunities in media industry are varied that offers great opportunities for media recruitment
- 10) Specific orientation follows the general induction stage

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

**(07 Marks)**

- | Column A                | Column B                           |
|-------------------------|------------------------------------|
| 1. Job Enrichment       | a) First step in selection process |
| 2. Improves morale      | b) Mental Ability Test             |
| 3. Application Blank    | c) Be on Time                      |
| 4. Don't of Interview   | d) On Boarding                     |
| 5. Structured interview | e) Task specific                   |
| 6. Aptitude test        | f) Advantages of internal source   |
| 7. Orientation          | g) Stories                         |
| 8. Socialization        | h) Early Arrival                   |
| 9. Presentation         | i) vertical job loading            |
| 10. Meeting Etiquette   | j) Don't answer vague questions    |

Q.2. A) What are the techniques of job design? (8 Marks)

Q.2. B) Explain sources of recruitment. (7 Marks)

OR

Q.2. What are the methods of job analysis? (15 marks)

Q.3. A) Explain the pre & post screening process. (8 Marks)

Q.3. B) Explain guidelines for effective interviews. (7 Marks)

OR

Q.3. What is Socialization? Explain its phases.. (15 marks)

Q.4. A). What is an induction process ? (8 Marks)

Q.4. B) What is Negotiation skill? Why is it essential? (7 Marks)

OR

Q.4. What are different Types of Etiquettes ? (15 marks)

Q. 5) What is the difference between resume, CV & Bio-Data? (15 Marks)

OR

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

1) Pros & Cons of Outsourcing

2) Screening

3) Employee Socialization

4) Personal Interview

5) Aesthetic skills