

S.Y. BMS Sem-III Recruitment & Selection. (HR)

DURATION: - 2 ½ hrs.

53H1071123

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) A Job is a bundle of related _____ [CO1,U]
(Tasks, Opportunities, Responsibilities, Authority)
 - 2) The _____ should be clear regarding the work of the position duties etc [CO1, AP]
(Job Description, job Specification, Summary Salary)
 - 3) The _____ process begins with the job specification [CO1, U]
(Selection recruitment, job enlargement, enrichment)
 - 4) _____ interview is held to determine a person's reason for leaving the organization [CO1, U]
(Exit, Personal, Written, Oral)
 - 5) The _____ department prepares the job description and specification for the jobs [CO1,AP]
which are vacant
(HR, Finance, Marketing, IT)
 - 6) _____ induction many also create lot of stress in the minds of the employees there by [CO2, AN]
leading to labour turnover
(Informal, formal, casual, regular)
 - 7) _____ issue are stressed in the induction programmers [CO2, AP]
(Socialization, on boarding, Recruitment, Selection)
 - 8) _____ is a planned introduction of new hires to their jobs, their peers and the [CO2, U]
company
(Induction, Selection, Recruitment, Enlargement)
 - 9) The main focus on personal attributes like date of birth religion PAN, Passport, Photo [CO2,R]
etc is in _____
(Bio data, CV, Resume, Address proof)
 - 10A _____ is a format discussion which involves six to fifteen participants who sit in a [CO2,R]
group to discuss a topic
(Group discussion, Meeting, Presentation, Interview)
- Q1 B) State whether the following statement are True or False: - [Any 7] [7M]
- 1) An unstructured interview form is used to record the information [CO1,R]
 - 2) Job rotation refers to moving employees from job to job [CO1,U]
 - 3) Machine will give information about the tool machines and equipment to be used [CO1,R]
 - 4) Selection is the oldest method and often used to gather information [CO1,R]
 - 5) The application resume should include the skill set qualification and experience listed [CO1,U]
in the job posting
 - 6) Legal professionals and law department are seen doing more of compliance work [CO,AP]

- 7) Employee is overloaded with forms to complete is a demerit in induction [CO2,U]
 8) Opportunities in media industry are varied that offers great opportunities for media recruitment [CO2,AP]
 9) Resume readers have become used to a customary and predictable format [CO2,AN]
 10) Bio data means "Biographical Data" is defined as one's life and work experiences [CO2,U]

- Q2 A) Define Recruitment. Explain its objectives and Importance [CO1,U] [8M]
 B) Differentiate between modern and traditional techniques of recruitment [CO1-AP] [7M]

OR

- C) Define job analysis and explain the used and contents of job description [CO1-R] [8M]
 D) State in brief the direct and indirect source of recruitment [CO1,AP] [7M]

- Q.3 A) What is the meaning of selection? Describe the steps in the process of selection [CO1,AP] [8M]

- B) What are the hurdles in selection process [CO1,AP] [7M]

OR

- C) Explain the types of interview [CO1,R] [8M]
 D) Discuss the important of an interview in the selection process [CO1,U] [7M]

- Q.4 A) Define Orientation and explain the different types of orientation programmers [CO2,U] [8M]
 B) What is socialization and its phases? [7M]

OR

- C) What are the current trends of recruitment selection strategies in various sectors [CO1,E] [8M]
 D) What is induction process? Describe their importance [CO2,AP] (7M)

- Q.5 A) Explain in brief group discussion [CO2,U] (8M)

- B) What is negotiation Skill? Why is it essential? [CO2,AP] (7M)

OR

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

- 1) Job description [CO1,4-R]
 2) Job Analysis [CO1,U]
 3) Selection [CO1,U]
 4) Presentation Skill [CO2,U]
 5) Preparing Bio-data [CO2,U]
