

# CBCS Scheme

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16MBAHR302

## Third Semester MBA Degree Examination, Dec.2017/Jan.2018 Recruitment and Selection

Time: 3 hrs.

Max. Marks:80

**Note: 1. Answer any Four questions from Q.No. 1 to Q.No. 7.  
2. Question No. 8 is compulsory.**

- 1 a. Define Job Analysis. (02 Marks)  
b. Discuss Fleishman Job Analysis Survey. (06 Marks)  
c. Explain Briefly critical incident technique of Job analysis. State its merits and demerits. (08 Marks)
- 2 a. Differentiate between Recruitment and Selection. (02 Marks)  
b. Define Interview. Explain the factors that undermine the effectiveness of an employment interview. (06 Marks)  
c. Explain the various sources of Recruitment. (08 Marks)
- 3 a. Define Apprentice. (02 Marks)  
b. Discuss the difference between Biodata, C.V and Resume. (06 Marks)  
c. Write short notes on :  
i) Joining day formation to be fulfilled by employers.  
ii) Out sourcing. (08 Marks)
- 4 a. What is the main purpose of test as a selection tool? (02 Marks)  
b. Explain the term "Position Analysis Questionnaire". How is it used in the Recruitment Process? (06 Marks)  
c. Bring out the advantages and disadvantages of external hiring. (08 Marks)
- 5 a. What are Employee Referrals? Mention its advantages and disadvantages. (02 Marks)  
b. What are the various components of good CV/Bio – data? (06 Marks)  
c. Explain the contents of Appointment letter. (08 Marks)
- 6 a. Define Task Analysis Inventory. (02 Marks)  
b. What are the Application forms? Explain briefly the design of Application forms. (06 Marks)  
c. Explain how to identify ingredients of success in a candidate. (08 Marks)
- 7 a. What is an Ability test? (02 Marks)  
b. Mention the purposes and uses of Job Analysis for HR Department. (06 Marks)  
c. What is an Realistic Job Preview (RJP)? What function does it serve? Explain how RJPs are different from Traditional Procedure. (08 Marks)

**8 Compulsory :**

Shriyans has recently been transferred to his Organizations Personnel department at a level senior enough for him to take immediate responsibility for the recruitment of clerks for their branch office.

Since Shriyans has never done recruitment interviews before. He asked for advice from his colleague Amar, an experienced member of personnel staff. He wanted guidance on the sort of questions to be asked to obtain information from the candidates.

Amar made Shriyans to learn all the techniques of interviewing by making Shriyans to sit with him during his interviewing candidates for recruitment.

Shriyans sat in on the interviews along with Amar and was very much impressed by the way Amar went through in a Polished and efficient manner. Shriyans however did not know how to prepare properly in conducting interviews, due to Personnel department staff shortage. He was asked to conduct five interview in a day to recruit grade one clerks.

Shriyans could not conduct recruitment interviews with confidence and preferred to sit with Amar to see him conducting interviews and requested for more exposure by training in recruitment.

Amar assured Shriyans to help systematically during the next day or two telling him sit along with him, by arranging training on recruitment and also providing methodical short term advice.

**Questions :** (If you were Amar , answer the following)

- a. What was the problem of Shriyans? How would you train Shriyans for the job of recruitment interviewing? (08 Marks)
- b. How would you describe the advantages and disadvantages of learning the technique of recruitment by example? (08 Marks)

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