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Third Semester MBA Degree Examination, June/July 2017
Recruitment and Selection

Time: 3 hrs.

Max. Marks:100

SECTION – A*Note : Answer any FOUR questions from Q.No.1 to Q.No.7.*

- 1 What do you mean by job elements? Give examples. (03 Marks)
- 2 What do you mean by cost benefit analysis in hiring? (03 Marks)
- 3 Which is the modern method of internal hiring? Give example. (03 Marks)
- 4 What are the advantages of employee referrals? (03 Marks)
- 5 What do you mean by behavioural approach to recruitment? (03 Marks)
- 6 Write a short note on personality test. (03 Marks)
- 7 Which are the items included in employee record verification? (03 Marks)

SECTION – B*Note : Answer any FOUR questions from Q.No.1 to Q.No.7.*

- 1 Explain the technique involved in preparation of position analysis questionnaire. (07 Marks)
- 2 Discuss external recruitment methods and its advantages. (07 Marks)
- 3 What is Task inventory? Give examples related to marketing manager. (07 Marks)
- 4 What is recruitment policy? Explain the policies to be followed at the time of recruitment and selection. (07 Marks)
- 5 How to conduct interview in the organization? (07 Marks)
- 6 Write a short note on subject expert workshops. (07 Marks)
- 7 What is personality test? How it is useful for selection process? (07 Marks)

SECTION – C*Note : Answer any FOUR questions from Q.No.1 to Q.No.7.*

- 1 What is functional analysis? Which are the items comes under this? (10 Marks)
- 2 Which are the requirements of effective selection measures? (10 Marks)
- 3 Describe KSAs other characteristics related to job and recruitment. (10 Marks)
- 4 Explain steps in job analysis/process. (10 Marks)

- 5 Describe internal sources of recruitment and its advantages. (10 Marks)
- 6 Explain different tests and interviews conducted at the time of selection. (10 Marks)
- 7 Bring out the difference between CV and resume. Prepare a CV for the post of marketing manager in a reputed organization. (10 Marks)

SECTION – D
(Compulsory)

8 **CASE STUDY**

Wood corp. Inc. specializes in the manufacture of wooden office furniture. Its main clientele is situated in downtown Vancouver and its plant is located north of the city. The furniture wood cop manufacturers is very much in demand because of its original yet under started design that is appropriate for the business world.

In operation for 35 years, the company employs approximately 150 people and has been listed on the stock exchange for the past ten years. The CEO and you, the director of human resources, have just put the finishing touches on a detailed succession plan for wood-corp employees, based on a three-year horizon.

Within three years many of whom have been working at wood corp since it was founded, will be taking their well-deserved retirement. In recent years, few new employees have been hired to ensure their succession.

Two major points emerge from the succession plan.

The general controller plans to retire within next year and no one in house is qualified to replace him. In addition to his specific financial skills, he has the company's financial history at his fingertips and is the CEO's right hand man. In fact, the CEO consults him for every strategic decision he has to make. Since woodcorp is a public corporation, this position is crucial for it to continue its smooth operation.

Wood corp's manufacturing director joined the company 30 years ago as an administrative clerk. He gradually moved up through the positions of production clerk, technician and supervisor and was eventually appointed manufacturing director. During this time, he attended evening classes and completed a bachelor's and a master's degree in administration. As manufacturing director, he is a member of the company's management team and the CEO has a lot of respect for this directors opinion. Over the years, his career path, performance and fair decisions have earned him considerable credibility. He is also respected by his team because he knows the company inside and out and is an excellent leader in the field. In fact the employees recognize his expertise and appreciate his recommendations because they know that he performed their jobs for several years.

The production plant recently hired a few young employees with good technical skills who could be ready to take on this position within three years. Five of them have expressed their interest and shown that they have the potential to handle this job.

Questions:

- a. What steps should be taken to recruit the best candidate for the position of general controller? (05 Marks)
- b. Given that the five interested employees already possess the technical skill and knowledge required for the position of manufacturing director, what criteria should be used to select the best candidate for this position? (05 Marks)
- c. What steps should be taken to select the best manufacturing director among the plant's five qualified employees? (05 Marks)
- d. Once you have made your choice, what will be the next steps in your action? (05 Marks)