

**Scheme of Evaluation  
Internal Assessment Test 1– DEC 2022**



**Sub:** **Recruitment & selection**

Date: \_\_\_\_\_ Duration: 90mins Max Marks: 50 **Sem:** I

**Code:** **20MBHR303**

**Branch:** **MBA**

**Note:** Part A - Answer Any Two Full Questions (20\*02=40 Marks)  
Part B - Compulsory (01\*10= 10marks)

Part	Question #	Description	Marks Distribution	Max Marks
<b>A</b>	1	a) What is knowledge management?	Knowledge management tools are <b>technology that helps teams gather, organize, and share information across a business and for its customers</b> . Examples of knowledge management tools include knowledge bases, community forums, and self-service portals.	3
		b) Discuss the job enrichment concept.	<b>Job enrichment refers to making jobs more interesting so employees enjoy their work</b> . It has been used for decades now. Job enlargement is a process in which a person's responsibilities are expanded to include more work than they originally had. It is also called horizontal expansion.	7
		c) Infer on legal & ethical consideration in recruitment.	Human resource personnel must eliminate misleading job advertisements or requirements by meeting with the hiring manager and flushing out the job expectations. <b>Discriminating against potential candidates is strictly prohibited by law based on sex, religion, gender, color, origin, age and disability</b> .	10
	a) What is job description	A job description is a <b>useful, plain-language tool that explains the tasks, duties, function and responsibilities of a position</b> . It details who performs a specific type of	3	20 M

			work, how that work is to be completed, and the frequency and the purpose of the work as it relates to the organization's mission and goals.		
		b) Describe the nature of hiring.	Recruitment is a <b>process of identifying, screening, shortlisting and hiring potential resource for filling up the vacant positions in an organization</b> . It is a core function of Human Resource Management. Recruitment is the process of choosing the right person for the right position and at the right time.	7	
		c) Determine employer branding, enlighten the guidelines for developing employer branding.	How do you develop employer branding? <b>Here are 8 key steps to improve employer branding for your startup:</b> Understand your employer value proposition. ... Refining your recruitment process. ... Don't repeat this major employer branding error. ... Make onboarding smooth for your new hires. ... Reward your employees with time offs. ... Create an employee referral program.	10	
	a)	What do you understand job description.	A job description is a <b>useful, plain-language tool that explains the tasks, duties, function and responsibilities of a position</b> . It details who performs a specific type of work, how that work is to be completed, and the frequency and the purpose of the work as it relates to the organization's mission and goals.	3	20 M
	b)	Describe changes in HR through social media.	HR managers can <b>post job openings on the company's social media channels</b> . It can also be a tool to	7	

			profile potential candidates by checking their accounts. The profiles can describe the pros and cons of a potential worker without words and give a little more information about the candidate			
		c)	Justify competency ice Berge model. state the importance of competency.	Importance of Iceberg Model It is important to understand that <b>there is a relation between the competencies which are above the surface and those which lie beneath in an iceberg.</b> The aspects of competencies which lie below the surface like attitude, traits, thinking styles etc.	10	
		A)	Do you think that Mr. Singhanian should send his son to USA? Give any three reasons in support of your answer.	Mr. Nithin Singhanian's father has a good business of iron and steel. He wants to go to USA for his MBA but his father thinks that he should join the business. On the basis of emerging trends, future he should take care of father business, But Mr.Singhanian Dreams to join MNC only but his father is not letting him.	10	10 M