Sub: **Human Resource Management**   Code: 20MBAHR402

Date: **07/08/2023**   Duration: 90 mins   Max Marks: 50   Sem: II   Branch: MBA
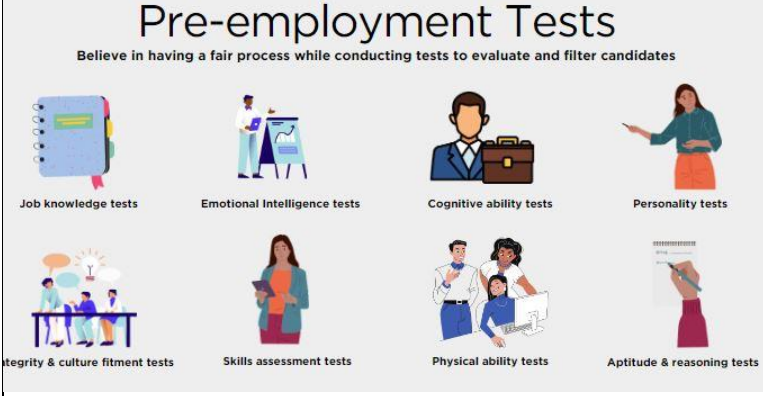
OBE

		Marks	CO	RBT
	Part A -Answer Any Two Full Questions (20*02=40 Marks)			
1 (a)	What is Total Compensation in HRM? The term total compensation is used to describe all forms of monetary payments to an employee. For existing employees, this can include both base pay as well as incentives.	[03]	CO1	L1
(b)	Explain the 'Screening' process in recruitment in detail. 1. Resume screening 2. Screening cover letters 3. Application form 4. Screening video application 5. Screening over phone call 6. Pre-assessment tests 7. Personality tests 8. Written tests 9. Face-to face interviews 10. Background checks	[07]	CO2	L2
(c)	Show the differences between Personnel Management & Human Resource Management. 	[10]	CO1	L3
2 (a)	What falls under the 'Identify' stage of recruitment?	[03]	CO2	L1

	1. Figure out where the gaps are in your current team. 2. See if there is an increase in workload that needs to be addressed by hiring. 3. Regularly analyse performance and make a list of missing qualities, qualifications, skills and proficiencies that you need to add to your team. 4. Be mindful of existing employees leaving.				
(b)	Explain job analysis, job description and job evaluation. Job Analysis: Job analysis is the process of gathering and analyzing information about the duties, responsibilities, and requirements of a specific job. Job Description: A job description is a written explanation that outlines the essential responsibilities and requirements for a vacant position. Job descriptions should be thorough, clear, and concise and include: A brief introduction to the company and its mission. An overview of the job responsibilities. Job Evaluation: Job evaluation, on the other hand, is the process of determining the relative worth of different jobs within an organization.	[07]	CO2	L2
(c)	Explain the stages in the interview process. 	[10]	CO2	L2
3 (a)	List the pre-employment tests. 	[03]	CO2	L1
(b)	Illustrate the future trends in recruitment.	[07]	CO2	L3

	Future Trends in Recruitment AI, VR & Chat Bots/Automation Diversity & Inclusion Candidate Experience Greater influence of Social Media Predictive analysis Gamification Remote/Flexible Work & wellbeing Data-Driven Strategy Analytics PART 2 - RECRUITMENT AND SELECTION			
(c)	Examine the common problems that affect performance appraisal Halo Effect - The halo/horns effect occurs when a manager allows one positive or negative trait to 'color' their whole evaluation of an employee. In other words, the manager becomes either too lenient or too critical of the employee based on a single trait. Leniency Error - Leniency error is defined as an error that impels to make higher appraisals compared to other raters and a valid/reliable tendency as to certain raters. Central Tendency Error - Central tendency error is the raters' tendency to avoid making "extreme" judgments of employee performance resulting in rating all employees in the middle part of a scale. Recency Error - The recency error is another of the most common errors in performance appraisal. This occurs when the appraiser only bases their feedback on the last few weeks of work. First Impression Error - The tendency for a manager to make an initial favorable or unfavorable judgment about someone, and then ignore subsequent information that does not support this impression. Similar-to-Me Effect – The tendency to more favorably judge those people perceived as similar to the leader. Similar-to-me Error - is when the rater's tendency is biased in performance evaluation toward those employees seen as similar to the raters themselves.	[10]	CO3	L4
	Part B - Compulsory (01*10=10marks)			
4.	Electronic industries Ltd, Faridabad is producing electronic bulbs, water coolers, air coolers and refrigerators. Recently it added a new line of production i.e., electric motors both for domestic and agricultural purposes. It needed one electric engineer with B.Tech qualification to look after the new plant producing electric motors. Presently five electric engineers with B.E qualification are working as assistant engineers in the existing plant. The company advertised for the post of chief engineer (electrical) for its new plant. It received twelve applications out of which five are assistant engineers working in the existing plant. The company used techniques of preliminary interviews, tests, final interview and medical examination and finally selected Mr. Ashok, employed in the existing plant of the company. He is fourth in the seniority list of assistant engineers in the present plant. The company served the appointment order to	[5+5=10]	CO2	L4

Mr.Ashok and he joined as chief engineer in the new plant. But the three assistant engineers in the existing plant moved the issue to the court of law contesting that the selection of Mr. Ashok is not valid as he does not have seniority among the assistant engineers in the existing plant.

    (a) Analyze the situation if someone external was hired.

    (b) Analyze if it is necessary to promote only seniors to higher posts in an organization. Why? Why not?

Students are expected to analyse and provide their insights on how they would respond if an external candidate was hired instead of providing opportunity to an internal employee.

Also, students are expected to provide their opinions and perceptions about appraisal and promotions w.r.t seniority.

	Course Outcomes	Blooms Level	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	Gain practical experience in the field of Human Resource Concepts, functions and theories	L1	1a,3a	0	0	0	0	0	0	0	0	0
CO2	Acquire the conceptual insight of Human Resource and various functions of HR.	L2	2b,	1c,1b,2a,2c	3b	0	0	0	0	0	0	0
CO3	Apply personnel, managerial and welfare aspects of HR	L2	0	0	0	3c	0	0	0	0	0	0
CO4	Develop a greater understanding about HR practices, analyze the trends in the field of HR.	L3	0	0	0	0	4	0	0	0	0	0

Cognitive level	KEYWORDS
L1	list, define, tell, describe, recite, recall, identify, show, label, tabulate, quote, name, who, when, where, etc.
L2	describe, explain, paraphrase, restate, associate, contrast, summarize, differentiate interpret, discuss
L3	calculate, predict, apply, solve, illustrate, use, demonstrate, determine, model, experiment, show, examine, modify
L4	classify, outline, break down, categorize, analyze, diagram, illustrate, infer, select
L5	grade, test, measure, defend, recommend, convince, select, judge, support, conclude, argue, justify, compare, summarize, evaluate
L6	design, formulate, build, invent, create, compose, generate, derive, modify, develop, integrate

PO1–Theoretical Knowledge; PO2–Effective Communication Skills; PO3–Leadership Qualities; PO4 –Sustained Research Orientation; PO5 –Self-Sustaining Entrepreneurship

CI   CCI   HOD