

**Scheme of Evaluation  
Internal Assessment Test 1– Jan-2024**

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

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

**Code:** **22MBAHR303**

**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	
A	1	a) Define term Recruitment.	Recruitment refers to the process of identifying, attracting, interviewing, selecting, hiring and onboarding employees. In other words, it involves everything from the identification of a staffing need to filling it. Depending on the size of an organization, recruitment is the responsibility of a range of workers.	3	20 M
		b) Explain the concept of work & Job from Organizational Perspective.	'Job' refers to a specific activity that one does to earn a living, synonymous with 'profession' or 'occupation'. However, 'work' refers to any activity, whether it's mental or physical. All jobs can be considered work, but not all work is a job. 'Work' can be used as a noun or a verb, while 'job' is always a noun	7	
		c) Outline the types of millennials and how to attract millennials..	<b>Five types of millennials:</b> The Traditionalist. "I'm going to save up to get a house, settle down, and buy a car. ... The Dreamer. "I've always wanted to be a fashion blogger... ... The Experience Maximizer. "I want to know as much as I can about the world I live in. ... The Achiever. "I was just at this Big Data Conference in Dubai...	10	
	2	a) Define job Specification.	A job specification is an official document which describes the duties, required knowledge, skills and abilities,	3	20 M

			and minimum qualifications of State jobs.		
		b) Explain the contents of job description and job specification.	A job description usually lists out the job title, location, job summary, working environment, duties to be performed on the job, etc. A job specification lists out the qualifications, experience, training, skills, emotional attributes, mental capabilities of an individual to perform the job.	7	
		c) Illustrate the job analysis questionnaires with merit and demerits.	They are relatively easy and inexpensive to create, distribute, and analyze, especially with the help of online tools and software. They can reach a large number of employees and managers across different locations and departments, and allow them to complete the questions at their own convenience and pace.	10	
3	a)	Define apprenticeship.	An apprenticeship is a paid job where the employee learns and gains valuable experiences. Alongside on-the-job training, apprentices spend at least 20% of their working hours completing classroom-based learning with a college, university or training provider which leads to a nationally recognized qualification.	3	20 M
	b)	Explain the components of full time hiring and part time.	Part-time jobs usually have fewer working hours. The total number of working hours for a full-time worker is between 32 to 40 hours per week. They are supposed to work for at least 32 hours per week. The amount of manpower demanded from a full-time worker is more as compared to a part-time worker.	7	
	c)	Analyse and recommend circumstances that the HR department adopts existing or creating new post strategy.	<b>Take a good look at these HR process improvement tips:</b> Share the Responsibilities. Consolidate Systems for Efficiency. Spend More Time on Your HR Strategy. Assess Your Current Workforce. Create Employee Development Plans.	10	

				<p>Create a Succession Plan.  Perform a Gap Analysis.  Decide If/How to Increase Resources for the Future.</p>		
		A)	<p>Do you think that Mr. Singhania should send his son to USA? Give any three reasons in support of your answer.</p>	<p>Mr. Nithin Singhania'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.Singhania Dreams to join MNC only but his father is not letting him.</p>	10	10 M