

T.Y.B.COM. - COMMERCE-VI MHRM
Human Resource Management
Sample Questions (2019-20)

MULTIPLE CHOICE QUESTIONS

Select Any one option from the provided options.

1. _____ analysis is the process of studying and collecting information relating to operations and responsibilities of a specific job.
 - a) Job
 - b) Role
 - c) Cost-Benefit
 - d) Sales Benefit

2. _____ is a process of searching and attracting capable candidates to apply for the jobs.
 - a) Selection
 - b) Recruitment
 - c) Training
 - d) Induction

3. _____ is a standard format of the company to obtain information about every candidate applying for the job.
 - a) Application Form
 - b) Appointment Format
 - c) Application Blank
 - d) Application query

4. _____ test is conducted to judge specific talent or skill to handle a particular type of job.
 - a) Aptitude
 - b) Interest
 - c) Intelligence
 - d) Induction

5. In _____ interviews are conducted as per the rules and practices.
 - a) Stress
 - b) Formal
 - c) Informal
 - d) group

6. _____ is a ratio of returns to cost.
 - a) Efficiency
 - b) Morale

- c) Productivity
- d) Existence

7. _____ helps to introduce newly appointed employee to the existing employees.
- a) Placement
 - b) Recruitment
 - c) Selection
 - d) Induction
8. In _____ method of training, the subordinate is trained to perform the duties and responsibilities of the superior.
- a) Junior Boards
 - b) Committees
 - c) Understudy Position
 - d) Business Games
9. _____ means that the performance appraisal is influenced by past performance.
- a) horn effect
 - b) Central tendency
 - c) halo effect
 - d) Spillover effect
10. _____ is a sequence of positions occupied by a person during the course of his life time.
- a) Performance
 - b) Career
 - c) Job Rotation
 - d) Job enlargement
11. ERG Theory stands for _____ relatedness and growth.
- a. Existence
 - b. empathy
 - c. emotion
 - d. energy
12. Theory X assumes _____ approach of the managers towards employees.
- a) Traditional
 - b) Professional
 - c) Special
 - d) General
13. _____ is a general term used to describe overall group satisfaction.
- a) Job Satisfaction
 - b) Morale
 - c) General Satisfaction
 - d) Job enrichment

14. _____ type of leadership style is mostly followed in Government organisations.
- Autocratic
 - Bureaucratic
 - Democratic
 - Participative
15. Theory Z blends Japanese and _____ management practices.
- US
 - Indian
 - Chinese
 - UK
16. _____ test measures the skills and knowledge required for a job.
- Performance
 - GK
 - intelligence
 - Interest
17. _____ test helps to identify specific talent to handle particular type of job.
- Perception
 - Aptitude
 - GK
 - interest
18. Interview is a _____ communication between candidate and interviewer.
- one-way
 - three-way
 - two-way
 - four-way
19. _____ is a specific format to obtain information about candidates applying for the job.
- Application Blank
 - Invitation Letter
 - Interview Letter
 - Application form
20. _____ is handled by a junior executive in respect of selection of employees.
- Medical check
 - Initial screening
 - Final interview
 - Exit interview