

# HRM Question Bank

1. Specify the objectives of Human Resource Management.
2. Point out the factors in the systems approach in the study of HRM.
3. State the essential characteristics of sound HR policy.
4. Mention any two applications of computer in HR.
5. What is the focus of human resource management?
6. What does equal employment opportunity indicate?{
7. Explain the importance of HRM in organizations.
8. Explain the scope of HRM.
9. What are the Computer Applications in HRM?
10. What are the benefits of human resource policies?
11. Differentiate HRM and HRD.
12. Define human resource audit.
13. What do you mean by HRA?
14. What is HRM?
15. State the purpose of medical examination in selection.
16. List the modern sources and processes in recruitment.
17. Define selection.
18. Define HRP.
19. Explain reliability of tests.
20. Explain the purpose of job analysis.
21. How is job redesign done by using employee responses?
22. What is Delphi technique?
23. What is employee leasing?
24. What are the external sources for recruitment?
25. What is medical examination?
26. Why human resource planning is important?
27. What is Induction Programme?

28. What do you mean by induction?
29. What is meant by on the job training?
30. What is job rotation?
31. Write a note on vestibule training.
32. Specify the limitations of off -the -job training.
33. Explain the term 'training'.
34. Explain the process in simulation training.
35. What are the goals of training?
36. What is sensitivity training?
37. What is knowledge management?
38. What are the types of training?
39. Write a short note on simulated training.
40. Define knowledge management.
41. What is recruitment?
42. What is an intrinsic reward?
43. What is protege?
44. What are satisfiers & dissatisfiers?
45. What is equity theory of job motivation?
46. Point out the mentor's way of helping the protégé.
47. What is compensation?
48. Define living wage.
49. What are the different types of compensation?
50. Define the term career.
51. Define the concept of career management.
52. What is compensation plan?
53. Define compensation management.
54. What are the stages in career development?
55. Define compensation management.
56. What are the stages in career development?

57. Define motivation.
58. List the factors that could call for demotion of staff.
59. What are the benefits of promotion?
60. Name some separation technique.
61. What is promotion?
62. Discuss how inflationary pressures distort appraisals.
63. What happens in the case of a demotion?
64. Describe the term performance appraisal.
65. What are the purposes of promotion?
66. Define performance appraisal.
67. What are grievances?
68. Define Behaviourally Anchored Rating Scales.
69. Define Halo Error Effect.
70. Define feedback.
71. What do you mean by separation?
72. Discuss the characteristics of a sound HR policy?
73. What are the main HR operational functions? Explain in detail.
74. Discuss the factors influencing the future, impacts and changes of HRM in 21st Century. Give examples.
75. Discuss the role of HR manager.
76. Explain the line and staff role of HR manager.
77. Is employment protection legislations necessary in an era of HRM.
78. Explain the roles of the human resource manager.
79. Discuss the impact of culture and technology on Human Resource Practices.
80. The HRM Functions have increased in stature and influence in many organizations. Why?
81. What is HR Policy? Why do organizations adopt the HR Policies?
82. Define human resource management and state the role of HR manager.
83. Discuss the objectives of HRM.
84. Explain the various phases in evolution of human resource management.
85. Explain human resource management and how it relates to the management process.

86. "Human resource management is a proactive approach and personnel management is a relative approach to perform the same set of function related to managing human resource"- Do you agree with this statement.
87. What do you mean by profession? What is the status of professionalization of HRM in India?
88. Define the term "test". Enumerate the purposes, characteristics of psychological tests and the types of psychological tests involved in employee procurement.
89. Discuss suitable sources for recruiting software professional.
90. Discuss various techniques used in manpower planning.
91. What is the purpose of assessing current human resources? How is job analysis done?
92. What are the reasons for fluctuation in supply of human resources? How is future demand forecasted?
93. Explain the techniques of employee demand forecasting in detail.
94. What is employment interview? What are its types?
95. Explain briefly the different kinds of tests in selection process.
96. Explain the process of HR planning and state the drawbacks.
97. What is recruitment? What are the various internal and external sources of recruitment?
98. Discuss in detail the steps involved in selection process.
99. Describe the role of recruitment in the acquisition process of human resource.
100. How will you develop a test programme? What precaution you will use while taking tests in a selection procedure?
101. Distinguish between Training and education. Describe the philosophy of training and the training need assessment and the objectives to be set to begin meeting training needs.
102. What are the bases on which the training programs are evaluated?
103. How do you identify the need for training?
104. Explain various approaches to management development and how do you select right approach.
105. Explain 'on-the-job' and 'off -the -job' training techniques.
106. What is training need analysis? Explain the steps in detail.
107. What is management development? Explain the diagnostic steps in developing such programme.
108. Explain the term "Knowledge Management". Explain how competitive spirit can be improved.
109. Discuss the differences between training & development.
110. What are the various types of on the job training methods? Explain them.
111. Explain the process of executive development programmes.
112. Define self-development. Explain the methods of self-development.

113. As a HR manager you have been asked by your organization to organize a management development programme. What steps will you take to make it successful?
114. What are the mentoring functions? Explain?
115. Explain how remuneration and rewards helps to motivate employees using Porter & Lawler's model of motivation.
116. Critically examine the uses of a good career development program.
117. Explain Porter and Lawler's theory of motivation. How can it be used to motivate mid -level employees?
118. Discuss any four applications of motivation in the Indian Information Technology sector.
119. What is the ERG theory of motivation? Discuss its merits and demerits.
120. What are the career stages? What are the early career difficulties?
121. What are the different motivational theories?
122. What are the different approaches to career management? Discuss.
123. Define motivation. Explain any two theories of motivation.
124. What are the factors deciding compensation of employee? Explain in detail.
125. "Theory X & Theory Y is concerned with the nature of people". How does the job situation affect the application of this theory? What are its implications?
126. Discuss the difference between theories of Herzberg and Maslow. Which of these theories do you prefer in Indian context? Give reasons.
127. What are the methods to reduce resistance to controls? Discuss.
128. What are the purposes of internal mobility? Describe the purposes, types, benefits & problems and the items contained in a systematic transfer policy and the basis of promotion.
129. How can management know, understand and resolve employee grievance?
130. Elaborate any four modern techniques to employees' performance appraisal.
131. Discuss the absolute standards used by the employers to appraise employees.
132. Explain the factors that distort appraisals.
133. What is MBO? What advantage does it have over traditional method? Explain its weakness.
134. Explain the nature and purpose of transfers. What are the types of transfers?
135. Define the terms Transfer and Separation and state their implications.
136. Explain the grievance redressal methods.
137. Discuss various techniques used to evaluate employee's performance.
138. What are the sources of grievances? Explain the grievance handling procedure.

139. Discuss the pro's and con's of promotion policy based on merit, seniority and meritcum-seniority.
140. Enunerate the conditions which led to productivity and higher quality levels in India. Discuss the pros and cons of liberalization, privatization & globalization (LPG) in developing countries.
141. Despite the increase in number of women employees, gender bias continues to prevail. What policy changes should an organization introduce to handle this issue?
142. Do organizations need to have a clear statement of vision and values? How does corporate governance enable organizations to adhere to business ethics?
143. what is the importance of studying individual differences? Explain the factors which contribute to individual difference.
144. Illustrate the different dimensions of personality. Describe the A type & B type Personality theory.
145. Explain the main process and problems in person's perception including halo effects, stereotyping and false attribution.
146. How do you differentiate classical leering theory with operant conditioning theory?
147. Why are positive and negative reinforcement usually more effective methods for encouraging behaviour change than punishment? In what circumstances can punishment is effective in encouraging behaviour change?
148. Describe any two theories of motivation which you find the most suitable to motivate the employees of your organization.
149. Describe Counseling and its basic conditions, explain the ethical issues involved in counseling and qualities of an effective counseling.
150. Describe groups. How can you analyze group interaction? Distinguish groups from teams. Explain group formation in detail.
151. Discuss Parkinson's approach to team building. Explain various issues involved in leading team effectively.
152. How does leaning organizations differ from traditional organization what is the impact of these differences in managing people in an organization.
153. Write short note  
 I. Behaviour Modification  
 II. Cross cultural issues  
 III. Group dynamics  
 IV. Persuasion  
 V. Human emotion at work
154. What is the concept of HRD? Describe HRD System and Sub Systems. What is the difference between HRM and HRD?
155. Why performance Appraisal (PA) is required in any organization? Briefly explain different methods of PA. Which one you prefer and why?
156. Why HRD audit are necessary? Discuss the methodology of HRD audit.
157. Explain the role of HR professional in human resource planning process in organizations.

158. Describe the various forecasting techniques and how these techniques are being used in human resource planning. Explain the issues in demand forecasting. Discuss the different factors contributing to demand forecasting.

159. What do you mean by job analysis? Explain the process of job analysis. Explain various methods of collecting information for job analysis

160. Explain in some detail how you would go about analyzing and evaluating the effectiveness of an employee selection programme.

161. Explain the various job evaluation methods and its objectives. Briefly describe the recent development in job evaluation system.

162. What is career? Is the concept of career planning and succession planning realistic in today's dynamic environment.

163. Explain the significance of Information System in human resource Management. Explain the various approaches to managing information at the macro and micro level.

164. Explain job evaluation and various quantitative methods of Job evaluations.

165. What is human resource cost? Discuss the measurement of human resource cost. What are the major components of the original cost of human resources?

166. Explain in detail:-

- a) Human Resource Audit
- b) Orientation
- c) HRP
- d) Performance appraisal
- e) HRIS

167. Describe different types of groups? Explain the stages of group development. What is the difference between group and team?

168. What do you understand by Business Ethics, Why business ethics has become so important today?

169. What is organizational culture? Explain different level of Organizational culture

# HUMAN RESOURCE MANAGEMENT

## Multiple Choice Questions

1-The following is (are) the key components of a business process Re-engineering programme?

- a. Product development
- b. Service delivery
- c. Customer satisfaction
- d. All of the above

2-The actual achievements compared with the objectives of the job is

- a. Job performance
- b. Job evaluation
- c. Job description
- d. None of the above

3-The following is (are) concerned with developing a pool of candidates in line with the human resources plan

- a. Development
- b. Training
- c. Recruitment
- d. All of the above

4-Majority of the disputes in industries is (are) related to the problem of

- a. Wages
- b. Salaries
- c. Benefits
- d. All of the above

5-In an organisation initiating career planning, the career path model would essentially form the basis for

- a. Placement
- b. Transfer
- c. Rotation
- d. All of the above

6-Section \_\_\_\_\_ of the Industrial Disputes Act 1947, states that an employer should only retrench employees who have been most recently hired

- a. 24-F
- b. 24-G
- c. 25-F
- d. 25-G

7-Performance development plan is set for the employee by his immediate boss.

- a. Employer
- b. Department Head
- c. Immediate boss
- d. Any of the above

8-The following type of recruitment process is said to be a costly affair.

- a. Internal recruitment
- b. External recruitment
- c. Cost remains same for both types

9-The following is (are) the objective(s) of inspection.

- a. Quality product
- b. Defect free products
- c. Customer satisfaction
- d. All of the above

10-Large recruitment \_\_\_\_\_ problematic and vice-versa

- a. Less
- b. More
- c. Any of the above

11-The programme once installed must be continued on a permanent basis.

- a. Job evaluation
- b. Training & Development
- c. Recruitment
- d. All of the above

12-The following person has suggested the new concept which takes into account various key factors that will tell the overall performance of a job.

- a. Elliot Jecque
- b. Fred Luthas
- c. Juran
- d. None of the above

13-For closure, every worker is to be compensated with \_\_\_\_\_ average pay for every year of service completed

- a. 15 days
- b. 20 day
- c. 25 days
- d. 30 days

14-The three important components in aligning business strategy with HR practice:

- a. Business Strategy, Human Resource Practices, Organisational Capabilities
- b. Marketing Strategy, Human Resource Practices, Organisational Capabilities
- c. Business Strategy, Human Resource Practices, Organisational structure
- d. Marketing Strategy, Human Resource Practices, Organisational structure

15-The basic managerial skill(s) is(are)

- a. To supervise
- b. To stimulate
- c. To motivate
- d. All of the above

16: Which one of the following is not a valid Wage Theory?

- A. The Just Wage Theory
- B. Subsistence Theory
- C. Standard of Living Theory
- D. Best Wage Theory

Q17: Which one of the following would qualify to be a strategic HRM activity?

- A. Administer Wage & Salary Programmes
- B. Prepare Staffing Plans
- C. Determine the level & type of Performance that is crucial for firm's growth
- D. Use specific job skill training

18. Identify which one is an added specific goal of human resource management

- a) Retraining
- b) Learning
- c) Unlearning
- d) Separating

19. Identify the top most goal of human resource management

- a) Legal compliance
- b) Competitive edge
- c) Work force adaptability
- d) Productivity

20. To achieve goals organizations require employees

- a) Control
- b) Direction
- c) Commitment
- d) Cooperation

21. Human resource management helps improve

- a) Production
- b) Productivity
- c) Profits
- d) Power

22. The amount of quality output for amount of input means

- a) Productivity
- b) Production
- c) Sales increase
- d) Increase in profits

23. Responding to employees and involving them in decision making is referred to as

- a) Quality of work life
- b) Autonomy
- c) Empowerment
- d) Preaction

24. Where ————or more workers are employed in a factory, then there shall be a Safety Committee in the factory.

- a) 100 or more workers
- b) 150 or more workers
- c) 200 or more workers
- d) 250 or more workers

25. Which Section of the Factories Discuss about the Workers Participation in Management ?

- a) Section 40
- b) Section 41 H
- c) Section 41 G
- d) Section 41 F

26. Section 19 of Factories Act discusses about the ————

- a) Drinking Water
- b) Lighting
- c) Latrines and Urinals
- d) Artificial Humidification

27. Section — of the Factories Act discusses about the nomination of the manager of a factory.

- a) Section 7 ( e )
- b) Section 7 ( f )
- c) Section 7 ( g )
- d) Section 7 ( d )

28. A general manager of a company can be appointed as a occupier of a company.

True / False

29. Section — of the Factories Act says about the definition for a factory.

- a) Section 2(k)
- b) Section 2 (l)
- c) Section 2( m)
- d) Section 2 ( n)

30. The Factories employing more than 1000 workers are required to submit their plan for approval to

- a)Deputy Chief Inspector of Factories
- b)Joint Chief Inspector of Factories
- c) Chief Inspector of Factories
- d) Additional Chief Inspector of Factories.

31. The notice of change of manager shall be intimated in Form No. — to the inspector of factories under the Factories Act.

- a) Form -7
- b) Form – 3 A.
- c) Form No. 8
- d) From No. 3

32. A particulars of white washing shall be maintained in form no. — under the factories ct.

- a) Form No-7
- b) Form No. 3
- c) From No. 7 A
- d) From No. 11

33.A weekly holiday was introduced in the Factories for the first time in the year—.

- a) 1948
- b) 1931
- c) 1926
- d) 1923

34. The expression of “Time card” in Form No.25. shall be substituted as “Service card” by an amendment in the Factories Act from the year.

- a) 1984
- b) 2005
- c) 2004
- d) 1981

35. Under the Section 41.A. of the Factories Act , the Site Appraisal Committee shall be constituted once in —  
—- year under the chairmanship of Chief Inspector of Factories.

- a) Once in 5 Year
- b) Once in 2 Year
- c) Once in 3 Year
- d) Once in a Year.

36. 40 B. of the Factories Act discusses about the appointment of ————

- a) Welfare Officer
- b) Manager
- c) Safety Officer
- d) None of these.

37. Which one of the following becomes a creative factor in production?

- a) Land
- b) Capital
- c) Consumers
- d) Human Resources

38. People cast in the role of contributors to production are called

- a) Capitalist
- b) Land owners
- c) Human Resources
- d) Consumers

39. Wide range of abilities and attributes possessed by people are called as

- a) Management
- b) Human Resources
- c) Entrepreneur
- d) Entrepreneur

40. Deployment of which resource is difficult to master

- a) Human
- b) Land
- c) Capital
- d) Natural

41. The focus of Human Resource Management revolves around

- a) Machine
- b) Motivation
- c) Money
- d) Men

42. Quality- oriented organization primary concern centers around

- a) Coordination
- b) Communication
- c) Human Resources
- d) Discipline

43. Quality goals require alignment with

- a) Production
- b) Human Resources
- c) Finance
- d) Purchase

**44. Demand for human resources and management is created by**

- a) Expansion of industry**
- b) Shortage of labor**
- c) Abundance of capital**
- d) Consumer preferences**

**45. Management function arises as a result of**

- a) Consumer preferences**
- b) Abundance of capital**
- c) Expansion of industry**
- d) Shortage of labor**

**46. Union function arises as a result of employees**

- a) Problem of communication**
- b) Longing for belonging**
- c) Dissatisfaction**
- d) Change in technology**

**47. Human Resource Management is primarily concerned with**

- a) Sales**
- b) Dimensions of people**
- c) External environment**
- d) Cost discipline**

**48. Human Resource Management aims to maximize employees as well as organizational**

- (a) Effectiveness**
- b) Economy**
- c) Efficiency**
- d) Performativity**

**49. The difference between human resource management and personnel management is**

- a) Insignificant**
- b) Marginal**
- c) Narrow**
- d) Wide**

Q.50 – Which of the following is not a Cognitive Method of providing training? (a) Lecture (b) Coaching (c) Demonstration (d) Discussion

Q.51 - ..... Strives to have right number & right kind of people at the right place & at the right time. (a) Human Resource Acquisition (b) Human Resource Planning (c) Human Resource Development (d) Human Resource Planning

Q.52 - .....does not require face to face interaction with the trainer. (a) Virtual Reality (b) Coaching (c) Case Studies (d) Role Playing

Q.53 - ..... is the process of describing & recording aspects of jobs & specifying the skills & other requirements necessary to perform the job. (a) Job Specification (b) Job Description (c) Job Analysis (d) Job Evaluation

Q.54– Which of the following is the traditional method for imparting training? (a) Demonstration (b) Discussion (c) Lecture (d) Coaching

Q.55 – Due to higher costs, are usually employed to fill senior management & executive level roles. (a) Niche Recruiters (b) Headhunters (c) In-house Recruitment (d) Employment Exchanges

Q.56 - ..... is giving theoretical training to the trainees. (a) Cognitive (b) Behavioral (c) Management Development (d) All

Q. 57 – HRM can be performed by ..... (a) HR Managers (b) Line Managers (c) Both (d) None

Q.58 – Which of the following is a component in the Intelligent Tutorial System (ITS)? (a) A Trainee Model (b) A Training Session Manager (c) A user Interface (d) All

Q.59- Programmed Instructions comes in ..... (a) Printed Forms i.e. Books (b) Interactive Video (c) Both (d) None

Q.60- ..... is a training method which puts the participant in a 3-D environment. (a) Programmed Instructions (b) Intelligent Tutorial System (c) Virtual Reality (d) All

Q.61- ..... is a one-to-one interaction. (a) Lecture (b) Mentoring (c) Demonstration (d) Coaching Q.13- Which of the following is not a type of Role Play? (a) Single Role Play (b) Multiple Role Play (c) Double Role Play (d) Role Rotation

Q.62- ..... methods are most suitable for skill development. (a) Cognitive (b) Behavioural (c) Both (d) None

Q.63- Which of the following is a key component in Training games & Simulations? (a) Challenges (b) Rules (c) Interactivity (d) All

Q.64- ..... is creating computer versions of real-life games. (a) Intelligent Tutorial System (b) Programmed Instructions (c) Virtual Reality (d) Simulations

Q.65- ..... is most oftenly used in combination with some other techniques. (a) Behaviour Modelling (b) In Basket Technique (c) Equipment Simulator (d) Role Playing

Q.66- ..... are specialized recruiters exist to seek staff with very narrow speciality. (a) Traditional Agencies (b) Headhunters (c) In-house Recruitment (d) Niche Recruiters

Q.67- Which of the following is a technique for “On the Job Training”? (a) Job Instruction Technique (b) Sensitivity Training (c) Simulation Exercises (d) Transactional Analysis

Q.68- ..... covers union-management relations, joint consultations, collective bargaining, grievance & disciplinary procedures, settlement of disputes, etc. (a) Personal Aspect of HRM (b) Welfare Aspect of HRM (c) Industrial Relations Aspect of HRM (d) All of the above

69. human Resource Management function does not involve

a) Recruitment

b) Selection

c) Cost control

d) Training

70. Which one is not the specific goal of human resource management?

a) Attracting applicants

b) Separating employees

c) Retaining employees

d) Motivating employees