

CBCS SCHEME

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16MBAHR302

Third Semester MBA Degree Examination, June/July 2018 Recruitment and Selection

Time: 3 hrs.

Max. Marks:80

Note: 1. Answer any **FOUR** full questions from Q.No.1 to 7.
2. Q.No. 8 is compulsory.

- 1**
- What is unsolicited application? (02 Marks)
 - What are the five types of testing methods during an interview? Explain. (06 Marks)
 - Explain Reporting Grid. (08 Marks)
- 2**
- Differentiate between Regular and temporary employee. (02 Marks)
 - Write about the advantages and disadvantages of internal hiring in terms of cost, time, quality and suitability. (06 Marks)
 - What are the contents of appointment order? Explain. (08 Marks)
- 3**
- Write about subject expert workshop. (02 Marks)
 - Write a brief note on job advertisement, drafting size and contents. (06 Marks)
 - Discuss the factors to be assessed during an interview. (08 Marks)
- 4**
- What is Antecedent verification? (02 Marks)
 - Explain the different methods/techniques of an interview. (06 Marks)
 - Write the process of recruitment. (08 Marks)
- 5**
- Define Internal Recruitment. (02 Marks)
 - Explain Fleishman Job Analysis survey. (06 Marks)
 - In the Hiring process: Write about, Need analysis, Cost analysis and Job analysis. (08 Marks)
- 6**
- What is Bio-data Resume? (02 Marks)
 - Write short notes on : Apprentice, Contractual out-sourcing. (06 Marks)
 - Discuss about the sources of Internal Recruitment. (08 Marks)
- 7**
- What is employee referral? (02 Marks)
 - Write about policy guidelines and union settlement in recruitment and selection process. (06 Marks)
 - Explain Critical Incident technique. (08 Marks)

Important Note : 1. On completing your answers, compulsorily draw diagonal cross lines on the remaining blank pages.
2. Any revealing of identification, appeal to evaluator and /or equations written eg, 42+8 = 50, will be treated as malpractice.

8 Case Study (Compulsory) :

Reena has recently been transferred to her organization's personnel department at a level of senior, enough for her to take immediate responsibility for the recruitment of clerks for their branch office. Since Reena has never done recruitment interviews before, she asked for advice from her colleague Aarthi, an experienced member of personnel staff. She wanted guidance on the sort of questions to be asked to obtain information from the candidates. Reena could not conduct the recruitment interviews with confidence and preferred to sit with Aarthi to see her conducting interviews and requested or more exposure by training in recruitment. Aarthi assured Reena to help systematically during the next day or two letting her sit along with her, by arranging training on recruitment and also providing methodical short-term advice.

Questions:

- a. What are the problems of Reena? (04 Marks)
- b. How would you describe the advantages of disadvantages of learning the technique of recruitment by example? (04 Marks)
- c. Briefly describe how you would train Reena properly for the job of recruitment interviewer. (04 Marks)
- d. What short term advice would you give so that Reena can prepare to perform more effectively next week? (04 Marks)

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