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14MBAHR302

**Third Semester MBA Degree Examination, Dec.2015/Jan.2016
Recruitment and Selection**

Time: 3 hrs.

Max. Marks: 100

SECTION – A

Note : Answer any FOUR questions from Q.No.1 to Q.No.7.

- 1 Define Job analysis. (03 Marks)
- 2 What do you mean by outsourcing hiring? (03 Marks)
- 3 List out the benefits of Promotion. (03 Marks)
- 4 What is campus recruitment? (03 Marks)
- 5 What do you mean by C.V.? (03 Marks)
- 6 What is an ability test? (03 Marks)
- 7 List the contents of offer of appointment. (03 Marks)

SECTION – B

Note : Answer any FOUR questions from Q.No.1 to Q.No.7.

- 1 Discuss Fleishman job analysis survey. (07 Marks)
- 2 Write a detail note on full time hiring. (07 Marks)
- 3 Discuss advantages and disadvantages of internal recruitment in terms of cost, time, quality and suitability. (07 Marks)
- 4 What are the contents of public sector recruitment? (07 Marks)
- 5 Discuss the difference between Biodata, C.V. & Resume. (07 Marks)
- 6 What are the steps involved in the interview process? (07 Marks)
- 7 Discuss the methods of medical examination. (07 Marks)

SECTION – C

Note : Answer any FOUR questions from Q.No.1 to Q.No.7.

- 1 Explain the nature of hiring. (10 Marks)
- 2 Discuss weighted application blanks. State its advantages and disadvantages. (10 Marks)
- 3 What are the contents of appointment letter? (10 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.

- 4 What is mechanical ability test? Explain Bennett mechanical comprehension test. (10 Marks)
- 5 Explain purposes and uses of job analysis in detail. (10 Marks)
- 6 Write a detailed note on employee referrals. (10 Marks)
- 7 What are the sources of external recruitment? (10 Marks)

SECTION – D
(Compulsory)

- 8 Powermat Inc. has encountered difficulty over the last few years in filling its middle management positions. The company, which manufactures and sells complex machinery is organized into six semi-autonomous manufacturing departments. Top management believes that it is necessary for these departmental managers to know the product lines and the manufacturing process because many managerial decisions must be made at that level. Therefore the company originally recruited employees from within. However, they soon found that employees elevated to the middle-management level often lack the skills necessary to discharge their new duties.

A decision then was made to recruit from outside, particularly from educational institutes with good industrial management programmes. Through the services of a professional recruiter the company was provided with a pool of well qualified management graduates. Some of them were hired and placed in lower management positions as preparation for advancement to the middle management jobs. They all left the company however within two years of their recruitment.

Management reverted to its former policy of promoting employees from within and experienced basically the same results as before. Faced with the imminent retirement of employees in several key middle management positions, the company decided to call in a consultant who could suggest solutions.

Questions :

- a. What is the problem of recruiting in this company? (10 Marks)
- b. If you were the consultant, what would you recommend? (10 Marks)

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