SAMPLE MCQ
HUMAN RESOURCE MANAGEMENT

1. ------- refers to the practices and policies one needs to carry out to deal with the personnel aspects of the management job.
   a. Human resource management
   b. Financial management
   c. Marketing Management
   d. Production Management

2. ------- is the function within an organization that focuses on recruitment of, management of, and providing direction for the people who work in the organization.
   a. Financial management
   b. Human resource management
   c. Marketing Management
   d. IT Management

3. In--------objectives of Human resource management the organization is to be ethically & socially responsible to the needs of the society while minimizing the negative impact of such demands upon the organization.
   a. Societal
   b. Organizational
   c. Functional
   d. Personal

4. Scope of Human resource management includes--------
   a. Employee Hiring
   b. Executive Remuneration
   c. Employee Motivation
   d. All of above
5. -------- is written for the information and guidance of managers and take administrative decisions accordingly to it.
   b. Office Manual
   c. Magazine
   d. Code of Conduct

6. --------is a term used for the idea that you need time for both work and other aspects of life, whether those are family-related or personal interests.
   a. Work-life balance
   b. Workforce diversity
   c. Generational diversity
   d. Personality

7. -------- consists of title; duties; distinguishing characteristics; environmental conditions; authority and responsibilities.
   a. Job Description
   b. Job Analysis
   c. Job Enrichment
   d. Job Design

8. A ------------is a set of questions typically used for research purposes which can be both qualitative as well as quantitative in nature.
   a. Questionnaire
   b. Interview
   c. Observation
   d. None of above
   a. Questionnaire
   b. Interview
   c. Observation
   d. Critical Incident Method

10. ________ method of gathering facts (incidents) from domain experts or less experienced users of the existing system to gain knowledge of how to improve the performance of the individuals involved.
   a. Questionnaire
   b. Critical Incident
   c. Observation
   d. Interview

11. Uses of Job Analysis is/are_______
   a. Human Resources Planning
   b. Recruitment & Selection
   c. Training & Development
   d. All of above

12. ________ is the process of analyzing & assessing the jobs systematically to ascertain their relative worth in an organization
   a. Job Evaluation
   b. Job Description
   c. Job Specification
   d. Job Enrichment
13. __________ is one of the most widely used job evaluation method.
   a. Point ranking method
   b. Factor comparison method
   c. Ranking method
   d. Job-grading method

14. Factors such as characteristics of task, workflow, ergonomics & work practices, etc are part of----- in job design.
   a. Organizational Factors
   b. Environmental Factors
   c. Behavioral Elements
   d. All of above

15. __________ involves moving employees from job to job to add variety & reduce boredom.
   a. Work Simplification
   b. Job Rotation
   c. Job Enlargement
   d. Job Enrichment

16. _______refers to the expansion of no. of different tasks performed by an employee in a single job.
   a. Work Simplification
   b. Job Rotation
   c. Job Enlargement
   d. Job Enrichment
17. ------- involves adding more motivators to a job to make it more rewarding.
   a. Work Simplification
   b. Job Rotation
   c. Job Enlargement
   d. Job Enrichment

18. ------- are natural workgroups around 10 members, decision making autonomy, delivering results.
   a. Work Simplification
   b. Self-Managing Teams
   c. Job Enlargement
   d. Job Enrichment

19. Determinants of Job Satisfaction is/are-------
   a. Work Itself
   b. Pay
   c. Personality
   d. All of above

20. There exists a ------- relationship between job performance and productivity.
   a. Positive
   b. Negative
   c. Neutral
   d. Adverse

21. ------- is a person’s voluntary commitment within an organization or company that is not part of his or her contractual tasks.
   a. Job Analysis
   b. Job satisfaction
c. Organizational citizenship behaviour

d. Deviant Workplace Behaviour

22. ------is voluntary behavior that violates significant organizational norms and threatens the well-being of the organization and/or its members.

a. Job Analysis

b. Job satisfaction

c. Organizational citizenship behaviour

d. Deviant Workplace Behaviour

23. ------is the process of forecasting a firm’s future demand for and supply of the right type of people in the right number.

a. Human Resources Planning

b. Marketing Management

c. Human Resource Development

d. Financial Managemnt

24. ------ is also called strategic manpower planning or employment planning or personnel planning.

a. Human Resources Management

b. Marketing Management

c. Human Resource Development

d. Human Resource Planning

25. Environmental Scanning means scanning of--------

a. Economic factors

b. Technological changes

c. Demographic changes

d. All of above
26. ----- is a systematic procedure for collecting, storing, maintaining, retrieving & validating data needed by an organization about its human resources.
   a. Management Information system
   b. Computer System
   c. Human Resource Information system
   d. Job analysis

27. ----- is an upward movement of employees.
   a. Promotion
   b. Transfer
   c. Discharge
   d. HRP

28. Bases of Promotions is/are---------
   a. Promotion based on seniority
   b. Promotion based on merit
   c. Both of above
   d. None of above

29. The types of Promotions is/are--------
   a. Horizontal promotion
   b. Vertical promotion
   c. Dry promotion
   d. All of above
30. ------- is Lateral/ Horizontal movement of employees.
   a. Promotion
   b. Transfer
   c. Discharge
   d. HRP

31. -------is a process of attracting & obtaining as many applicants as possible from eligible jobseekers.
   a. Recruitment
   b. Selection
   c. Promotion
   d. Transfer

32. The------- process begins when new recruits are sought and ends when their application is submitted.
   a. Recruitment
   b. Selection
   c. Promotion
   d. Transfer

33. Internal Sources of recruitment is/are-----
   a. Campus Recruitment
   b. Previous Applicants
   c. Walk-ins & Write-ins
   d. Poaching
34. -------- means choosing the best candidate from the pool of applicants and offering them the job.
   a. Recruitment
   b. Selection
   c. Promotion
   d. Transfer

35. --------is a positive process as it attracts more and more job seekers to apply for the post.
   a. Recruitment
   b. Selection
   c. Discharge
   d. Transfer

36. -------- is a negative process as it rejects all the unfit candidates.
   a. Recruitment
   b. Selection
   c. Discharge
   d. Transfer

37. -------- is widely used in the selection process for entry level jobs, jobs that involve a strong element of team work.
   a. Panel Discussion
   b. Group Discussion
   c. Behavioral Interviews
   d. Stress Interviews

38. The Group Discussion method is useful for assessing--------
   a. Social Skills
   b. Intellectual Skills
c. Attitudes

d. All of above

39. 8. ----- is any attempt to improve current or future employee performance by increasing an employee’s ability to perform through learning, usually by changing the employee’s attitude or increasing his or her skills and knowledge.
   
   a. Training
   b. Performance Appraisal
   c. Recruitment
   d. Selection

40. ------ is the last stage in training and development process.
   
   a. Designing the training program
   b. Implementation of the training program
   c. Evaluation of program
   d. None of above

41. One trait of an individual influences the whole performance of the employee is called as-----
   
   a. Leniency Error
   b. Central Tendency
   c. Halo Error
   d. Logical Error

42. Rater’s think good/bad in one trait then ratee is good/bad in other traits as well is called as-- ----- 
   
   a. Leniency Error
   b. Central Tendency
   c. Halo Error
   d. Logical Error
43. Error in which past performance rating affects the present rating of employee is called as—
   a. Leniency Error
   b. Spillover Effect
   c. Halo Error
   d. Logical Error

44. ------ refers to a subjectively favorable or unfavorable belief held about a social group, race, religion, gender, etc
   a. Leniency Error
   b. Spillover Effect
   c. Stereotypes or Bias
   d. Recency Error

45. A ---------- is a comprehensive method (or means) to review current human resources policies, procedures, documentation and systems to identify needs for improvement and enhancement of the HR function as well as to assess compliance with ever-changing rules and regulations.
   a. HR Audit
   b. HRIS
   c. HRD
   d. HRP

46. ------ is a scheme whereby the employee is offered to voluntarily retire from his services before his retirement date.
   a. HRD
   b. Employee Welfare
   c. Incentives
   d. Voluntary retirement schemes
47. --------refers to the various services, facilities and amenities provided to the employees for their betterment.
   a. Employee welfare
   b. Employee Incentives
   c. Bonus
   d. Rewards

49. --------also known as pay-for-performance.
   a. Salary
   b. Incentives
   c. Employee welfare
   d. VRS

50. It is known as the Hidden Pay Roll
   a. Salary
   b. Incentives
   c. Fringe Benefits
   d. Bonus