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Third Semester MBA Degree Examination, Dec.2014/Jan.2015
Recruitment and Selection

Time: 3 hrs.

Max. Marks:100

Note: 1. Answer any THREE full questions from Q.No.1 to Q.No.6.
2. Question No. 7 and 8 are compulsory.

- 1
 - a. Define job analysis. (03 Marks)
 - b. Explain position analysis questionnaire. (07 Marks)
 - c. Explain briefly critical incident technique of job analysis. State its merits and demerits. (10 Marks)

- 2
 - a. Differentiate between recruitment and selection. (03 Marks)
 - b. Outline the objectives and features of organizational policy on hiring. (07 Marks)
 - c. Explain the various sources of recruitment. (10 Marks)

- 3
 - a. Define human resource planning. State its significance. (03 Marks)
 - b. What are different types of aptitude test? Explain. (07 Marks)
 - c. What types of information are collected through reference checks of a candidate? Explain. (10 Marks)

- 4
 - a. What is short listing? (03 Marks)
 - b. Briefly explain the contents of an appointment order. (07 Marks)
 - c. Explain the process of interview. (10 Marks)

- 5
 - a. Write a note on unsolicited applicants. (03 Marks)
 - b. What is validity of a selection test? Explain types of measuring validity in selection. (07 Marks)
 - c. Write short notes on: (10 Marks)
 - i) Contract recruitment.
 - ii) Outsourcing.

- 6
 - a. What is the main purpose of tests as a selection tool? (03 Marks)
 - b. What are the relevant information that could be collected from medical examination of a candidate? (07 Marks)
 - c. Write short notes on: (10 Marks)
 - i) Factors to be assessed in interview.
 - ii) Joining day formalities to be fulfilled by employers.

- 7
 - a. Critically evaluate the impact of the current global economic situation on recruitment and selection drawing examples from different companies. (05 Marks)
 - b. Following positions are vacant in private organizations. Prepare a job advertisement for each position, (10 Marks)
 - i) System administrator.
 - ii) General manager – HR
 - iii) Chief security officer.
 - c. S.L.S company is growing, sales are at record high levels and the CEO has approved hiring 5 new production team members. Design a recruitment or hiring plan. (05 Marks)

8 Case Study:

Recruitment and Selection:

The head office of Tradition Inc. is located in a remote region, at least three hours from a large city. In the summer it is very popular spot with tourists who come to enjoy its water sports, swimming, camping, fishing and golf facilities. The region is not nearly as busy during the other three seasons. Tradition Inc. also has five plants in other Canadian cities that employ between 150 and 300 people each.

The company is looking for a vice-president, human resources, who is highly qualified and has extensive human resource management experience. This person will be responsible for establishing human resource guidelines for all the plants and be in charge of the human resources department at head office. The president has already given the matter some thought and has decided not to recruit among the human resources managers in the other cities where Tradition Inc. has plants.

The new Vice President will have to meet a number of business challenges.

He or she will be expected to,

- Harmonize the cultures of the business acquired in the last two years.
- Reduce the rate of industrial accidents to reduce the premiums paid by the company.
- Support the standardization of human resources management policies.
- Improve plant managers management skills.

The Vice President, human resources will report directly to the President, who is the founding owner of the organization. This bold man of action started with one small plant ten years ago and was able to turn Tradition Inc. into what it is today through growth and acquisitions. It is now one of the four largest companies in the industry.

Questions:

- a. List obstacles and benefits associated with recruiting the Vice President, human resources. (05 Marks)
- b. What requirements should the candidates meet? (05 Marks)
- c. You are a headhunter. What recruiting tools will you use? (05 Marks)
- d. What should the company offer to attract the best candidates? (05 Marks)

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