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14MBAHR302

Third Semester MBA Degree Examination, Dec.2016/Jan.2017

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 Recruitment. (03 Marks)
- 2 Define Apprentice. (03 Marks)
- 3 Define Internal Hiring. (03 Marks)
- 4 Define External Recruitment. (03 Marks)
- 5 Define Application forms. (03 Marks)
- 6 Define Testing. (03 Marks)
- 7 Define Reference checking. (03 Marks)

SECTION - B

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

- 1 Explain the term position analysis Questionnaire. (PAQ) (07 Marks)
- 2 Describe the nature of Hiring. (07 Marks)
- 3 Describe the sources of internal recruitment. (07 Marks)
- 4 Explain the advantages and disadvantages of external Hiring. (07 Marks)
- 5 What are the different types of Application forms? Explain briefly the design of application forms. (07 Marks)
- 6 Describe the different types of Tests in the recruitment. (07 Marks)
- 7 Describe the contents of appointment letter. (07 Marks)

SECTION - C

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

- 1 Mention the purposes and uses of Job Analysis for HR Dept. (10 Marks)
- 2 Explain the steps involved in Hiring process. (10 Marks)
- 3 Discuss Job advertisement, drafting, size and contents. (10 Marks)
- 4 Describe the sources of External Hiring. (10 Marks)
- 5 Explain how to identify ingredients of success in a candidate. (10 Marks)
- 6 Describe the interview process. (10 Marks)
- 7 Discuss the methods of Medical examination. (10 Marks)

SECTION - D

CASE STUDY – [Compulsory]

Suma confectionaries Pvt Ltd., is in urgent need of an aggressive Regional sales manager.

- a. As a HR Manager decide on your source of recruitment. (10 Marks)
- b. Design a comprehensive selection process to hire the most suitable candidate for the post. (10 Marks)

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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 for evaluations written on 47-8-50 will be treated as malpractice.