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## Third Semester MBA Degree Examination, Dec.2019/Jan.2020 Recruitment & Selection

Time: 3 hrs.

Max. Marks: 100

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

- 1 a. Define Job Analysis. (03 Marks)  
b. Briefly explain the critical incident technique with merits and demerits. (07 Marks)  
c. Discuss Position Analysis Questionnaire (PAQ). (10 Marks)
- 2 a. What is recruitment? (03 Marks)  
b. Distinguish between full time and part time hiring with merits and demerits. (07 Marks)  
c. Explain the steps involved in hiring process. (10 Marks)
- 3 a. What is internal hiring? (03 Marks)  
b. Discuss the sources of internal recruitment. (07 Marks)  
c. Explain the advantages and disadvantages of external hiring. (10 Marks)
- 4 a. What is blind advertisement? (03 Marks)  
b. Explain the contents of resume. (07 Marks)  
c. Explain, how to identify ingredients of success of candidates. (10 Marks)
- 5 a. Define Biodata. (03 Marks)  
b. Outline the concept of Apprenticeship Act. (07 Marks)  
c. Write a short notes on : (i) Campus recruitment (ii) Employee exchange. (10 Marks)
- 6 a. Define ability test. (03 Marks)  
b. Discuss the different types of tests. (07 Marks)  
c. Explain the contents of an appointment letter. (10 Marks)
- 7 a. Define outsourcing. (03 Marks)  
b. Explain the difference between resume and Curriculum Vitae. (07 Marks)  
c. Explain the Task analysis inventory of job analysis. (10 Marks)
- 8 **Case Study :**  
Ishani Restaurants is in need of Regional Marketing Manager for expansion of its Business across Karnataka.  
a. As a HR Manager decide the sources of Hiring. (10 Marks)  
b. Design and draft a accurate selection process to hire the most suitable candidate. (10 Marks)

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