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**Fourth Semester MBA Degree Examination, December 2011**  
**Recruitment, Selection and Compensation Management**

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. What is job analysis? (03 Marks)
  - b. What are the various methods of job analysis? (07 Marks)
  - c. Elaborate various sources of internal and external sources of recruitment, with their relative advantages and disadvantages. (10 Marks)
- 2
  - a. What is a job advertisement? (03 Marks)
  - b. What is the importance of need and cost analysis in recruitment? (07 Marks)
  - c. Draw up an advertisement for a public sector organization, for recruitment. (10 Marks)
- 3
  - a. What are employee referrals? (03 Marks)
  - b. What are the various components of good CV/Bio-data? (07 Marks)
  - c. What are the various processes involved in the job interview? What are the benefits of having the stress interview process? (10 Marks)
- 4
  - a. What are various personality assessment tests? (03 Marks)
  - b. Draw a checklist of questions for use during selection process of an HR manager. (07 Marks)
  - c. What is a behavioural interview? What are the various advantages and disadvantages of conducting behavioural interview? (10 Marks)
- 5
  - a. What should be the contents of an appointment letter? (03 Marks)
  - b. What is the difference between an appointment letter and a letter of offer? (07 Marks)
  - c. What are the various tests used during the selection in the organization? Give some merits and demerits of each test. (10 Marks)
- 6
  - a. What are the different types of wages? (03 Marks)
  - b. What is pay for performance? How should it be formulated? (07 Marks)
  - c. What are the various factors to be considered during wage and salary surveys? (10 Marks)
- 7
  - a. What is variable pay? (03 Marks)
  - b. What is an incentive? What are the various types of incentives? (07 Marks)
  - c. What are the various methods of profit sharing incentive plans? What is ESOP and its advantages? (10 Marks)
- 8
  - a. What is VRS and CRS? (03 Marks)
  - b. What is gain sharing incentive plan? (07 Marks)
  - c. What are the various retirement benefits plans in the organization? Design a benefit package for a retirement scheme. (10 Marks)

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