Multiple Choice Questions


1). Human resource planning is a part of _____ function of the organization?
   a) Operational       b) Managerial       c) Analytical       d) Planning

   Ans: a) Operational.

2). Resistance to employee is _____ to HRP.
   a) Objective         b) Advantage         c) Scope          d) Disadvantage

   Ans: d) Disadvantage.

3). _____ is process which enables the organization to run smoothly by supplying required and desired work force at the right time.
   a) HRP               b) HRM               c) SHRM            d) HRD

   Ans: a) HRP.

4). _____ can be defined as a process of balancing the people’s supply, including the present and prospective employees with the potential job openings.
   a) HRP               b) HRM               c) Planning         d) Recruitment
5). The purpose of human resource planning is: 
   a) Assessing manpower requirements  
   b) To enhance job satisfaction  
   c) To improve quality of work life  
   d) To fulfill social responsibility  
   **Ans:** a) Assessing manpower requirements.  

6). External factors influencing HRP is: 
   a) Business environment  
   b) Job Analysis  
   c) Firms plans & guidelines  
   d) Trade unions  
   **Ans:** a) Business environment.  

7). _______ is the process of forecasting an organizations future demand for, and supply of, the right type of people in the right number. 
   a) Human resource planning  
   b) Recruitments  
   c) Human resource management  
   d) Human capital management  
   **Ans:** a) Human resource planning.  

8). HRP stands for: 
   a) Human resource project  
   b) Human resource planning  
   c) Human recruitment planning  
   d) Human recruitment procedure
Ans : b) Human resource planning.

9). Manpower planning is not needed due to : 

   a) Skill shortages   b) Judicial regulations
   c) Environmental change   d) Technological upgradation

   Ans : c) Environmental change.

10). ______ refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants.

   a) Selection   b) Training   c) Recruitment   d) Induction

   Ans : c) Recruitment.

11). Sources for recruiting should be periodically ________

   a) Changed   b) Checked   c) Evaluated   d) Inspired

   Ans : c) Evaluated.

12). As a source of potential job candidates, ______ generates the best referrals, because a good referral reflects on the source of the recommendation.

   a) The company web site   b) The Internet
   c) Employee referrals   d) Professional recruiting organization

   Ans : c) Employee referrals.
13). HRM is _______ in nature.
   a) Temporary      b) Specific     c) Flexible     d) Multi-disciplinary
   Ans: - d) Multi-disciplinary.

14). Resources that provide utility value to all other resources are _______.
   a) Men           b) Material     c) Money       d) Machine
   Ans: - a) Men.

15). The focus of Human Resource Management revolves around: _______.
   a) Machine       b) Motivation   c) Money       d) Men
   Ans: - d) Men.

16). Which one of the following becomes a creative factor in production?
   a) Land          b) Capital      c) Consumer    d) Human resources
   Ans: - d) Human resources.

17). The operational function of HRM does not include?
   a) HRP          b) HRIS        c) Employee Safety  d) Employee engagement
18). HRM help to build bridge between employee at _______ level.
a) Top b) Middle c) Every d) Lower

**Ans:** c) Every.

19). HRM is more ______ whereas Personnel Management is slightly narrow.
a) Complex b) Detailed c) Mechanical d) Growth-oriented

**Ans:** d) Growth-oriented.

20). HR Department maintains __________ records.
a) Employee b) Sales c) Production d) Inventory

**Ans:** a) Employee.

21). To achieve goals, an organization does not require employees ________.
a) Direction b) Commitment c) Cooperation d) Absenteeism

**Ans:** d) Absenteeism.

22). Human resource management function does not involve __________.
a) Recruitment b) Selection c) Cost control d) Training
23). Fast decisions can be taken when the organization practices ________.
   a) SHRM   b) HRD   c) HRM   d) HRP
   Ans: c) HRM.

24). HRM aims to maximize employees as well as organizational ________.
   a) Economy   b) Efficiency   c) Functions   d) Effectiveness.
   Ans: d) Effectiveness.

25). The scope of HRM does not include ________.
   a) Welfare of employees   b) Manpower planning
   c) Maintenance of accounts   d) Maintaining industrial relation.
   Ans: c) Maintenance of accounts.

26). Human resource department plays ________ role.
   a) Advisory   b) Line Authority
   c) Hiring department only   d) Training department only.
   Ans: a) Advisory.
27). HRM differs from personnel management both in ____ and ____.
   a) Definitions and functions b) Scope and orientation
   c) Functions and objectives d) Nature and objectives
   Ans :- b) Scope and orientation.

28). HRM is _________.
   a) Employee oriented b) Employer oriented
   c) Legally oriented d) Officially.
   Ans :- a) Employee oriented.

29). Which of these are the most important external factor governing recruitments?
   a) Sons of soil b) Labour market
   c) Unemployment rate d) Supply and demand
   Ans :- d) Supply and demand.

30). Which of the following is the method of e-recruitment?
   a) Employer websites b) Job boards
c) Virtual job fair  
Ans: d) All of the above.

31). E-recruitment is also known as __________.
   a) Internet recruitment  
   b) Effective recruitment
   c) Advanced recruitment  
   d) None of the above
Ans: a) Internet recruitment.

32). Types of testing used in employee selection includes: __________.
   a) Personality tests  
   b) Ability tests
   c) Integrity testing  
   d) All of the above
Ans: d) All of the above.

33). Type of tests which are not part of ability test are: __________.
   a) Myers-Briggs test  
   b) Work sample tests
   c) Physical ability tests  
   d) Psychomotor tests

34). An interview, candidates are being asked about relevant past experiences, known as __________.
a) Situational interview   b) Stress interview

c) Behavioral test   d) Job related interview

Ans :- b) Stress interview.

35). Which of the following is the type of e-test?

a) Cognitive tests   b) Personality test

c) Logical and aptitude test   d) All of the above

Ans :- d) All of the above.

36). _________ are the type of interviews in which a candidate is evaluated mainly in the core areas of knowledge and skills of the job.

a) Depth interviews   b) Stress interview

c) Panel interviews   d) Probing interviews

Ans :- a) Depth interviews.

37). If a well-planned ______ does not exist, then it would be hard for the organization to have the right type of people at the right time.

a) HRM   b) HRP   c) Planning   d) Recruitment

Ans :- b) HRP.

38). HRM was earlier termed as ________.
39). The scope of human resource management does not include ________.
   a) Procurement  
   b) Compensation  
   c) Employee record  
   d) Environment scanning  
   Ans: d) Environment scanning.

40). Which of the following is the operational role of a HR manager?
   a) Recruiter  
   b) Advisor  
   c) Counsellor  
   d) Liaison officer  
   Ans: a) Recruiter.

41). ________ is the formal and systematic modification of behavior through learning.
   a) Training  
   b) Education  
   c) Instruction  
   d) Separation  
   Ans: a) Training.

42). Training occurs as a result of ________.
a) Instruction  b) Education

c) Development  d) Recruitment

Ans: c) Development.

43). Training refers to the process of imparting _______ skills.

a) Specific  b) General

c) Important  d) Overall

Ans: a) Specific.

44). _________ is application oriented.

a) Training  b) Education

c) Learning  d) Transfer

Ans: a) Training.

45). The process of enhancing the technical skills of workers in a short period is called__________.

a) Training  b) Education

c) Development  d) Growth

Ans: a) Training.
46). _______ can be defined as the systematic attempt to enhance the specific skills, desired behavior, and knowledge of employees.

   a) Appraisal                     b) Training
   c) Development                  d) Talent Management

Ans :- b) Training.

47). _______ are aimed at specifying the objectives of the team such as cost management, profit-making, and problem solving, etc.

   a) Group Task                   b) Content tasks
   c) Content process              d) Group processes

Ans :- b) Content tasks.

48). The aim of _______ is to reveal the manner in which the group members work as a team, the way of interaction, resolve conflicts, etc.

   a) Group task                   b) Content tasks
   c) Content process              d) Group processes

Ans :- d) Group processes.

49). _______ is given to new employees to improve their knowledge.

   a) Competency Based Training    b) Induction Training
   c) Knowledge training           d) Skills Training

Ans: - c) Knowledge Training.
50). ______ is given to the employees who can undertake job responsibilities of other departments easily.

a) Team Training  
b) Cross- Functional Training  
c) Creativity Training  
d) Skills Training

**Ans**: b) Cross-Functional Training.