

(L)

PQ10AEZ

345175 CHRS
Recruitment & Selection
8/10/16

Marks: 75

Time: 2 & 1/2 Hours

Notes: -

1. Attempt all the questions.
2. All questions carry equal marks.
3. Attempt any 2 out of a, b and c from Q1 to Q4.

- Q1.a) Describe various external sources of recruitment. (7.5)
- Q1.b) Explain various qualitative methods of collecting job analysis data. (7.5)
- Q1.c) What is recruitment? Enumerate various purposes of recruitment. (7.5)
- Q2.a) Explain various methods of screening job applicants. (7.5)
- Q2.b) Explain common process of selection used by organizations. (7.5)
- Q2.c) What is interview? Enumerate its purposes, features and methods of conduction. (7.5)
- Q3.a) Write a note on various types of socialization. (7.5)
- Q3.b) Describe various ways to make induction programs effective. (7.5)
- Q3c) Compare and discuss about Orientation and On Boarding. (7.5)
- Q4.a) Write a note on personal interview and its preparation (7.5)
- Q4.b) Describe the concept of quitting techniques by giving the examples. (7.5)
- Q4.c) Write a note on Negotiation Skills. (7.5)

Q5. Study the following case and answer the questions given below: (15)

Espat Limited was facing a problem of employee absenteeism and attrition. It took the help of management consultant who reviewed the entire situation and spoke to the employees. The employees found their jobs to be monotonous. The consultant recommended a change in the organizational structure to make it more clients oriented enabling every employee to deal with specific customers. The consultant also recommended re-designing of the jobs to motivate the employees. Though such re-designing of the job was not going to be an easy task, most of the employees agreed with consultant's idea.

- a) Discuss various techniques through which job designing can be done. (08)
- b) Give highlights of the case. (02)
- c) List out the various organizational factors to be considered in the process of such job designing. (05)