

## Manpower Planning and Development

- 1 Manpower planning has been defined as “the process of determining manpower requirements and the means for meeting those requirements in order to carry out the integrated plan of the organization”.
  1. Coleman
  2. Wikstrom
  3. Charles
  4. Taylor
- 2 Manpower Planning and human resource planning are not synonymous.
  1. The above is not true
  2. The above is not false
  3. Both are different
  4. Manpower Planning is more broad based.
- 3 Estimating future organizational structure and manpower requirements
  1. Planning
  2. Human Resources
  3. Human Resource Planning
  4. Process of Human Resource Planning
4. The ultimate mission or purpose is to relate future human resources to future enterprise needs so as to maximize the future return on investment in human resources.
  1. Human Resource Management
  2. Manpower Management
  3. Objectives of Human Resource Planning
  4. Process of Human Resource Planning
- 5 While discussing about estimating the future organizational structure and overall Manpower requirements, Chitru, the HR Manager has indicated that the Management has to estimate the structure of the organization at a given point of time.
  1. The above statement is correct
  2. The above statement is partially correct
  3. The above statement is incorrect
  4. The above statement is not true

- 6 This includes the preparation of job description and job specifications.
- 1 Job Design
  - 2 Job Analysis
  3. Job Rotation
  4. Job Need
- 7 The procedures by which companies recruit workers and methods by which workers go about getting jobs are highly constant.
1. True
  2. False
- 8 This helps to take steps to improve human resource contribution in the form of increased productivity, sales turnover etc., Further this also facilitates the control of all the functions, operations, contributions and cost of human resources.
1. Merits of Human Resources Planning
  2. Benefits of Human Resources Planning
  3. Human Resources Planning
  4. Limitation of Human Resources Planning
- 9 Once the business objectives have been identified, planning of manpower has to be fully integrated into the financial planning. It becomes necessary to determine how human resources can be organized to achieve these objectives.
- 1 Manpower Planning process
  - 2 Problems of Manpower Planning
  3. Steps in Manpower Planning
  4. Methods of Manpower Planning
- 10 To recommend relevant personnel policies in respect of manpower planning, devise methods of procedure and determine the quantitative aspects of manpower planning.
1. Steps in Manpower Planning
  2. Benefits of Manpower Planning
  3. Process of Manpower Planning
  4. None of these

- 11 Which is related to Job Identification
1. Location
  2. Union Jurisdiction
  3. Discomfort
  4. Code Number
- 12 It is a written record of the duties, responsibilities and requirements of a particular job.
1. Job Description
  2. Job Specification
  3. Job Requirements
  4. All of these
13. Which is not the process of job analysis
1. Personal Observation
  2. Sending Questionnaires
  3. Maintenance of Long Records
  4. None of these
14. According to him, “the make-up of a job, its relations to other jobs, and its requirements for component performance are essential information needed for a job analysis”
1. **George Alderman**
  2. George Bernad Shaw
  3. George Muller
  4. George R Terry
15. It is a procedure and a tool for determining the specified tasks, operations and requirements of each job. It also refers to the anatomy of a job.
1. Job Analysis
  2. Job Study
  3. **Both 1 & 2**
  4. Job Summary

16. It is helpful in organizational planning for it defines labour needs in concrete terms and co-ordinates the activities of the work force, and clearly divided duties and responsibilities.
1. Organization
  2. Manpower Planning
  3. Job Description
  4. **Both 1 & 2**
- 17 The information provided by job analysis is useful, if not essential, in almost every phase of employee relations.
1. Job Position
  2. Work
  3. Job
  4. **None of these**
- 18 This system is incomplete since it does not give any desirable data on supervisor relationship and working conditions. It is also time consuming.
1. **Collection of Data**
  2. Utilizing Data
  3. Maintenance of Long Records
  4. None of these
- 19 Job Re-engineering is divided into
1. Industrial Engineering Activity
  2. Human Engineering Activity
  3. **Both 1 & 2**
  4. None of the above
- 20 Which one is not suggested by Carroll L.Shartle, Otis and Lenhert with regard to making job analyst's task simple.
1. Do not try to tell the employee how to do his job
  2. Do not show a sincere interest in the worker
  3. Do not confuse the work with the workers
  4. Verify job information obtained

21. It is an important document, which is basically descriptive in nature and contains a statement of job analysis. It services to identify a job for consideration by other job analysts.
1. **Job description**
  2. Job
  3. Job Analysis
  4. Job Summary
22. Rules are framed by the Personnel Manager and executed by the Chief Executive.
1. True
  2. **False**
- 23 Identify the odd one (work rules)
1. Rest Period
  2. Starting and Stopping Work
  3. Report of Injuries
  4. None of these
24. This includes the job title, alternative title,, development, division, plant and code number of the job. The job identifies and designates the job properly.
1. Job Summary
  2. Job duties
  3. Job Surety
  4. None of these
- 25 It serves as a summary to orient the reader towards understanding of detailed information which follows.
1. Job Summary
  2. Job Identification
  3. Job duties
  4. All of these

26. It is considered as the heart of a job. It describes the responsibilities related to the custody of money.
- 1 Job Duties
  2. Job
  3. Job Summary
  4. Job Nature
27. \_\_\_\_\_ should be reasonable. If they are irrelevant or unreasonably strict, they are liable to be circumvented and lead to subterfuge and resentment.
1. Rules
  2. Procedures
  3. Policies
  4. Work Rules
28. They canalize the process of an enterprise in the direction of its goals.
1. Work Rules
  2. Rules
  3. Job Work
  4. None of these
29. This serves as a vehicle for organizational change improvement.
1. Job Analysis
  2. Job Description
  3. Job Specification
  4. Job Duties
- 30 This gives us the nature of risks to file and limb, their possibilities of occurrence etc.,
1. Set Back
  2. Unforeseen Developments
  3. Hazards
  4. All of these