

Personnel Management

1. Formal programs on orientation may be spread over periods of time ranging from day to several weeks or even months.
 - (a) **True**
 - (b) False

2. What are the factors that Free easy method takes note of?
 - (a) Production, quality and cost control
 - (b) Development needs for future
 - (c) Employee characteristics and attitudes
 - (d) **All of the above**

3. What do you understand by "Similarly error"?
 - (a) It assigns average ratings to all the employees with a view to avoiding commitment or involvement
 - (b) Every evaluator has his own value system which acts as a standard against which he makes his appraisal
 - (c) **This type of error occurs when the evaluator rates other people in the same way he perceives himself**
 - (d) None of the above

4. Induction is also known as _____.
 - (a) (a) Indoctrination
 - (b) (b) Orientation
 - (c) (c) Simulation
 - (d) **(d) Both (a) and (b)**

5. It involves a temporary or permanent removal from the payroll of persons with surplus skills.
 - (a) Discharge
 - (b) **Lay-off**
 - (c) Dismissal
 - (d) Resignation

6. (a) Content
(b) Predictive
(c) Concurrent
(d) Construct

Are the types of:-

- (a) Transfer
(b) Suspension
(c) **Validity**
(d) Reliability

7. _____ arises when an interviewer expects his own qualities, skills and values in an applicant.

- (a) Apprenticeship
(b) Discharge
(c) **Projection**
(d) Halo effect

8. As a Recruitment Manager what are the constraints you face?

- (a) The rate of growth of the organization
(b) The rate of growth of the organization
(c) Size of the organization

(d) If the job is regarded as being unattractive, boring and risky people will not be attracted to the job

9. Arrange the evaluation process as observed by Stolz in proper order.

- a. Comparison of actual performance with standards
b. Establishment of performance standards
c. To communicate standards to the employees
d. Measurement of performance

- (a) (a), (b), (c) and (d)
(b) (d), (a), (b) and (c)
(c) (c), (d), (b) and (a)
(d) (b), (c), (d) and (a)

10. What is "Smorgasbord"?

- (a) Halo effect
- (b) Follow-up
- (c) Flexitime
- (d) Cafeteria Services**