Q. NO.	SAMPLE QUESTIONS WITH CORRECT ANSWERS IN BOLD

1   _____is the process of estimating future manpower needs of the organization
   A) Promotion of employees
   B) Human resource planning
   C) Placement of employees
   D) Performance Appraisal

2   _____analysis is the process of studying and collecting information relating to operations and responsibilities of a specific job
   A) Job
   B)   Role
   C) Cost-Benefit
   D) Cost

3   It is a standard format of the company to obtain information about every candidate applying for the job
   A) Application Form,
   B) Appointment Format
   C) Application Blank
   D) Leave Letter

4   In interviews are conducted as per the rules and practices.
   A) Stress
   B) Formal
   C) Informal
   D) Exit

5   _____ refers to horizontal movement of employees in respect of job position. .
   A) Training
   B) Promotion
   C) Transfer
   D) Development

6   HRM is considered as_____
   A) a reactive function
   B) a proactive function
   C) an auxiliary function
   D) an auxo-reactive function

7   _____test measures the skills and knowledge required for a job.
   A) Performance
   B) GK
   C) Interest
   D) Desire

8   Interview is a _____communication between candidate and interviewer..
   A) one-way
   B) three-way
   C) two-way
   D) four-way

9   _____is handled by a junior executive in respect of selection of employees
   A) Medical check
   B) Initial screening
   C) Final interview
   D) Interview

10   _____manager plays an important role in counseling and stress management.
   A) HR
   B)   Finance
   C) Marketing
   D) Pay roll

11   It means the task, duties, and responsibilities which is assigned to individual employees
   A) Job analysis

B) Job specification
C) Job design
D) Job rotation

12   It is providing the details about candidate qualification
     A) Job Description
     B) Job specification
     C) Job design
     D) Job rotation

13   The employees are entitled to Salary, Bonus, Commission, etc. called as
     A)Individual Objectives
     B)Group Objectives
     C) Organizational Objectives
     D)Society objective

14   Apprentice training is one type of _____ training method.
     A)   Off the job
     B)   On the job
     C)   In the job
     D)   No job

15   _____ is the modern method of performance appraisal.
     A)   Checklist
     B)   Ranking
     C)   360° Degree appraisal
     D)   Ranking method

16   Stress of HRD is an _____ of employees.
     A)   Recruitment
     B)   Job study
     C)   Skill development
     D)   Selection

17   Career planning and career development move _____.
     A)   Together
     B)   In opposite direction
     C)   Parallel
     D)   Different direction

18   _____ is on the job training method.
     A) Job rotation
     B) Case studies
     C) Lectures
     D) Seminar

19   Role playing and Case study are the methods of _____.
     A) Training and development
     B) Management
     C) Career planning
     D)Succession planning

20   Succession planning and replacement planning are _____.
     A) Different
     B) Identical
     C) Exactly opposite
     D) none of the above

21   _____ helps to improve employee mental health and well being.
     A)   Counselling
     B)   Mentoring
     C)   Career guidance
     D)   Performance appraisal

22   Human resource development is one of the important areas of _____.
     A)   Human resource management
     B)   Human resource planning
     C)   Human resource research
     D)   Human resource participation

23   _____ is a method of training wherein trainees are trained in an environment that closely resembles actual workplace.
     A)   Environment scanning

B) **Simulation**
C) Workplace training
D) Role play

24 _____ is a traditional method of performance appraisal, whereby the performance appraisal report is normally not disclosed to the employee
   A) **confidential report**
   B) checklist
   C) ranking
   D) Graphic rating

25 Generally, higher employee turnover rate takes place among _____ achievers.
   A) **High**
   B) Medium
   C) Low
   D) Zero

26 _____ is the activity of influencing People to strive willingly for group objectives .
   A) Motivation
   B) **Leadership**
   C) Communication
   D) Induction

27 Under ___ leadership style the leader makes all decisions by himself without consulting the subordinates.
   A) **Autocratic**
   B) Participative
   C) Laissez- faire
   D) Bureaucratic

28 According to Abraham Maslow's Need Hierarchy Theory __ level need to be satisfied before other need .
   A) **Lower**
   B) Middle
   C) Higher
   D) Top

29 Theory X assumes ___ approach of the managers towards employees.
   A) **Traditional**
   B) Professional
   C) General
   D) Modern

30 ___ types of Leadership style is mostly followed in Government organizations.
   A) Autocratic
   B) **Bureaucratic**
   C) Democratic
   D) Participative

31 According to Need Hierarchy Theory ___ need are the basic need of human beings.
   A) **Physiological**
   B) psychological
   C) social
   D) public

32 Theory X is based on ___ assumption of human nature.
   A) Positive
   B) **Negative**
   C) General
   D) Conservative

33 Knowledge of human behavior helps to find out ___ people behave in certain situations.
   A) **How and Why**
   B) How and Where
   C) Why and Where
   D) How

34 _____ influences people to work willingly towards group objectives.
   A) Motivation
   B) Communication
   C) **Leadership**
   D) Reward

35 Knowledge of ___ skills is required by a leader as he constantly interacts with his people.
   A) **human**

B) market
C) technical
D) commercial

36 36.. High employee _____ is a state of mind where the employee has high enthusiasm to work.
A) Motivation
B) Leadership
C) Management
D) Morale

37 An autocrat believes in _____ decision making.
A) **unilateral**
B) bilateral
C) multiple
D) joint

38 Competence refer to a combination of knowledge, attributes and _____ which are required to improve work performance.
A) Skill
B) Feelings
C) Opinions
D) Rules

39 _____ refers to the general competencies, which are specific to an organization.
A) Technical
B) Core
C) Behavioural
D) Satisfaction

40 40. Innovative culture is the work _____ that managers encourage to nurture and develop to generate innovative ideas.
A) Rules
B) Ethics
C) Environment
D) Behaviour

41 _____ employees perform what is expected of them and nothing more.
A) Actively engaged
B) Actively disengaged
C) Not engaged
D) Engaged

42 _____ employment is a system of working for a fixed number of hours with the starting and finishing timing within the agreed limits.
A) Flexitime
B) Partime
C) Temporary
D) Fulltime

43 Employees _____ refers to a gradual reduction in workforce without firing employees, which takes place as and when workers resign or re
A) Attrition
B) Downsizing
C) Turnover
D) Motivation

44 Competency _____ is a process of identifying key competencies required for undertaking organizational tasks.
A) Scaling
B) Mapping
C) Tasking
D) Graphics

45 Employee _____ involves giving employees the autonomy to take right decision.
A) Engagement
B) Empowerment
C) Education
D) Ethics

46 Indian constitution is _____ sexual harassment and discrimination.
A) Favourable
B) Against
C) For
D) Permit

47 _____means reducing the size of the organization.
A) Attrition

B)   Downgrading
C)   Downsizing
D)   Upgrading

48   Workforce diversity is _____ in any industrial society.
A)   Desirable
B)   Undesirable
C)   Dangerous
D)   Normal and natural

49   Absenteeism leads to _____.
A)   Disturbance to normal flow of factory work
B)   Rejection
C)   Cost reduction
D)   Increase in sales

50   Gen Y cannot imagine life without _____.
A)   Money
B)   Development
C)   Internet
D)   Support

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etire and are not replaced.