

CBCS SCHEME

18MBAHR301



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Third Semester MBA Degree Examination, July/August 2021 Recruitment and Selection

Time: 3 hrs.

Max. Marks: 100

Note: Answer any FIVE full questions.

- 1 a. Define Job Analysis. (03 Marks)
b. Discuss Critical Incident Technique (CIT) with its steps in detail. (07 Marks)
c. Write a detailed note on subject Expert workshops. (10 Marks)
- 2 a. What is temporary hiring? (03 Marks)
b. List the advantages of recruitment process outsourcing. (07 Marks)
c. What is apprentice hiring? Discuss its advantages and disadvantages. (10 Marks)
- 3 a. What is Job posting? (03 Marks)
b. What do you understand by intranet advertisements? (07 Marks)
c. Discuss advantages and disadvantages of Internal recruitment. (10 Marks)
- 4 a. Define external recruitment. (03 Marks)
b. Write a detailed note on biodata. Mention its purpose. (07 Marks)
c. Discuss weighted Application blanks. State its advantages and disadvantages. (10 Marks)
- 5 a. What is combination resume? (03 Marks)
b. Differentiate between recruitment and selection. (07 Marks)
c. Define resume. What are the parts of resume? (10 Marks)
- 6 a. Define personality assessment test. (03 Marks)
b. What is the purpose of reference checking? (07 Marks)
c. What is appointment letter? List and explain the contents of Appointment letter. (10 Marks)
- 7 a. Define outsourcing. (03 Marks)
b. List and explain the sources of External Recruitment. (07 Marks)
c. Explain, how to identify ingredients of successful of candidates. (10 Marks)

Important Note : 1. On completing your answers, compulsorily draw diagonal cross lines on the remaining blank pages.
2. Any revealing of identification, appeal to evaluator and /or equations written eg, 42+8 = 50, will be treated as malpractice.

CASE STUDY

- 8 XYZ, Inc., has encountered difficulty over the last few years in filling its middle management positions. The company which manufactures and sells complex machinery, is organized into size semi-autonomous manufacturing departments. Top management believes that it is necessary for these departmental managers to know the product lines and the manufacturing process, because many managerial decisions must be made at that level. Therefore, the company originally recruited employees from within. However, they soon found that employees elevated to the middle management level often lack the skills necessary to discharge their new duties. A decision then was made to recruit from outside, particularly from educational institutes with sound industrial management programmes. Through the services of a professional recruiter the company was provided with a pool of well qualified management Graduates. Some of them were hired and placed in lower management positions as preparation for advancement to the middle management jobs. They all left the company, however, with in two years of their recruitment. Management reverted to its former policy of promoting employees from within and experienced basically the same results as before. Faced with the imminent retirement of employees in several key middle management positions, the company decided to call in a consultant who could suggest solutions.

Questions:

- a. What is the problem of recruiting in this company? (10 Marks)
- b. If you were the consultant, what would you recommend? (10 Marks)

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